

CARIBBEAN UNIVERSITY
Departamento de Sistemas de Información
Administración Central

Gradebook

Manual del Usuario - Revisado 3

Manual creado para los usuarios de "Gradebook" donde se indica cómo configurar el Registro, entrar asistencia, notas, reportes de NA, asignar puntaje a los trabajos, asignaciones, etc.

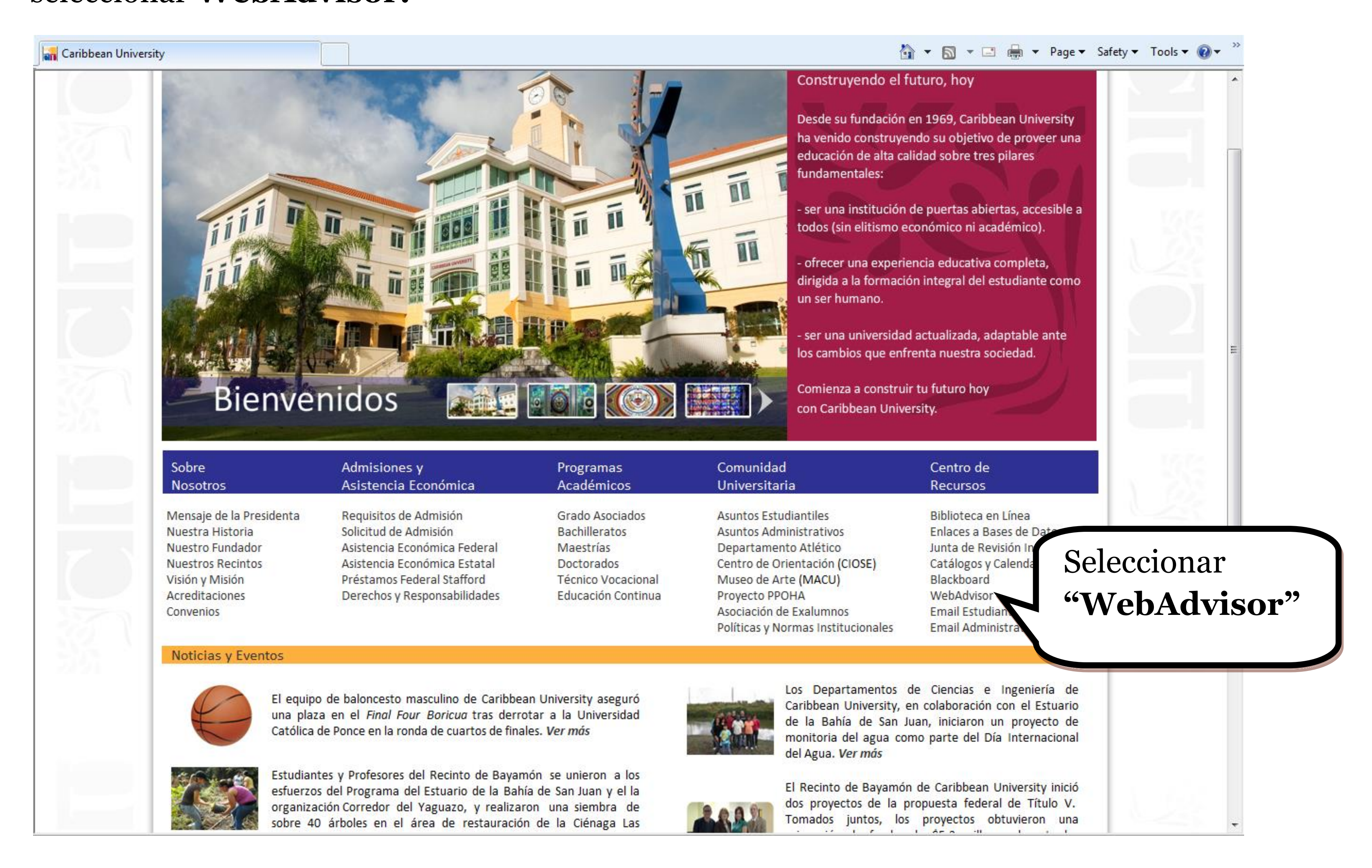
Wanda I. Vázquez -IT
7/10/2015

Tabla de Contenido

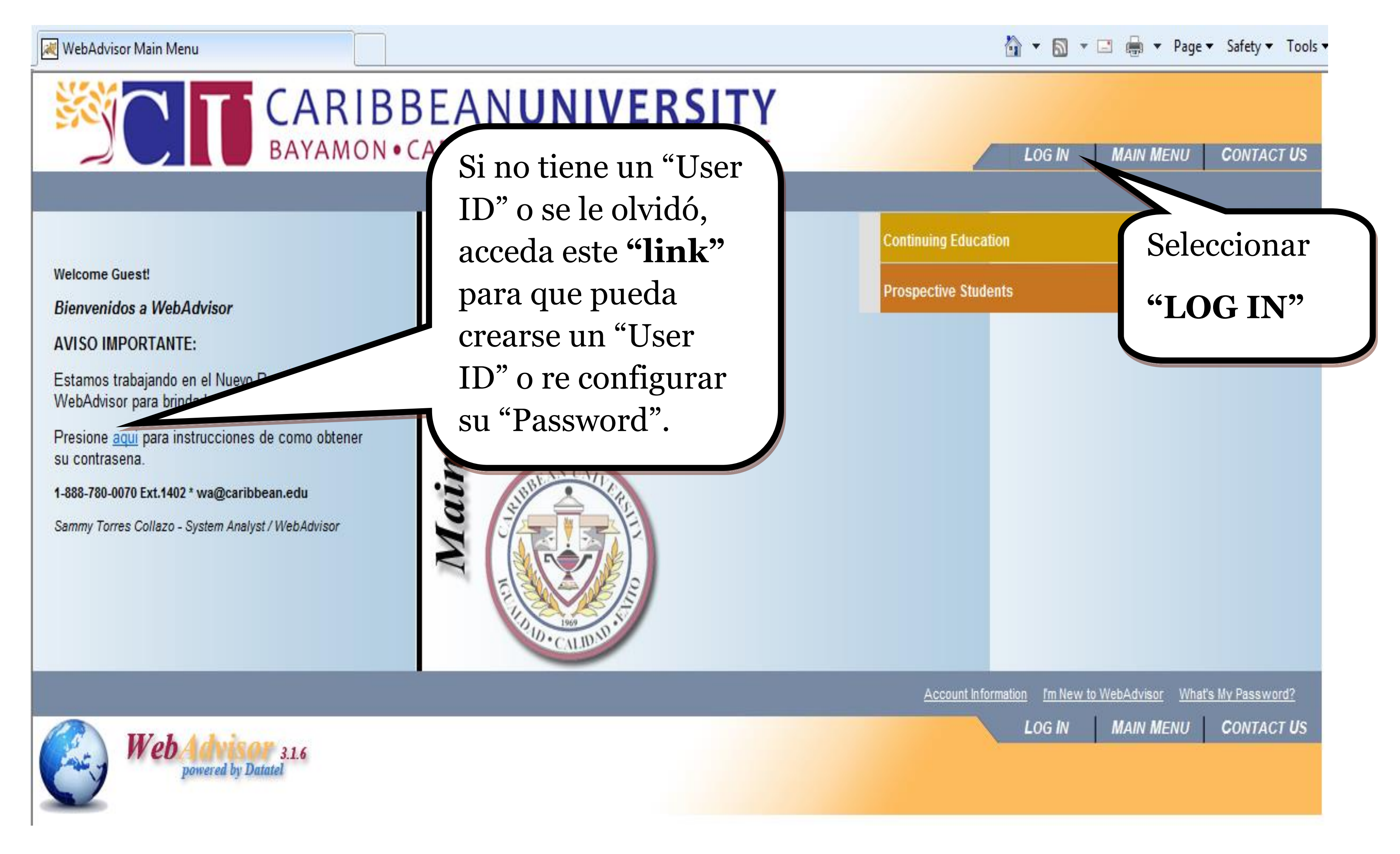


Entrar al Registro por WebAdvisor

Entrar a la página de www.caribbean.edu, en la sección de **Centro de Recursos** seleccionar **WebAdvisor.**



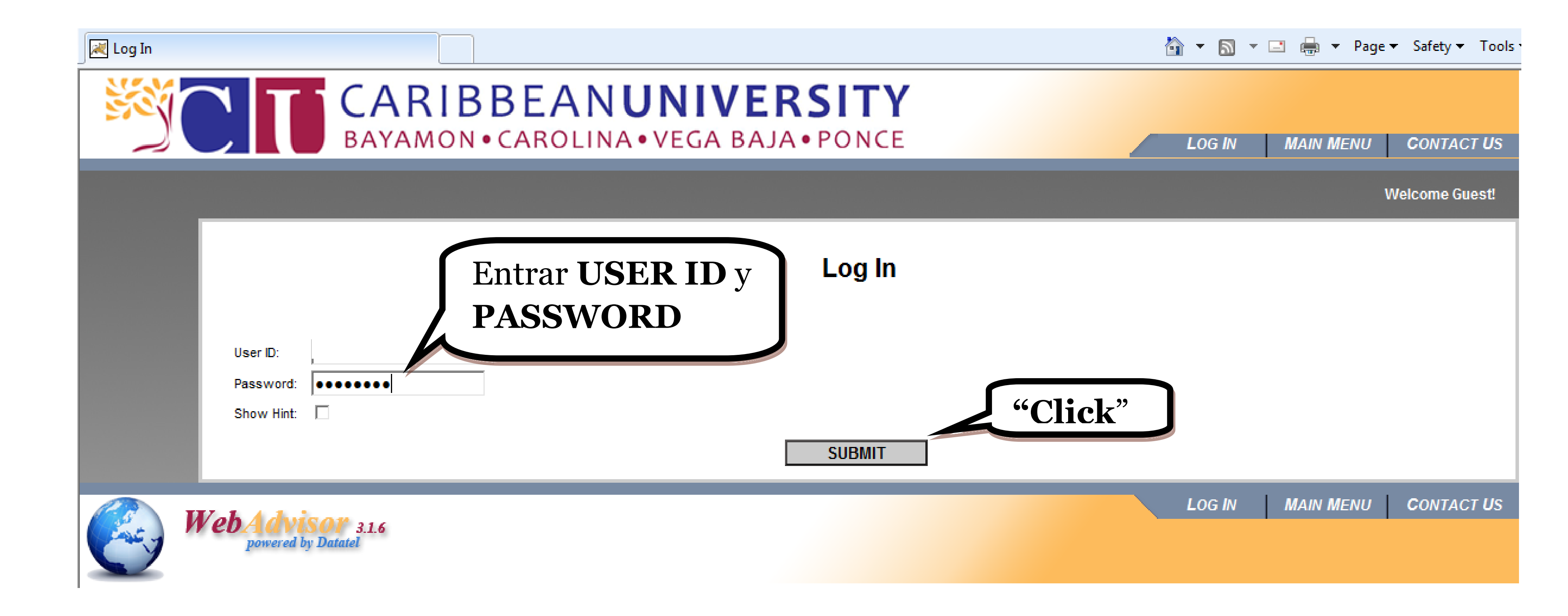
- Aparece la siguiente pantalla: Seleccionar LOG IN



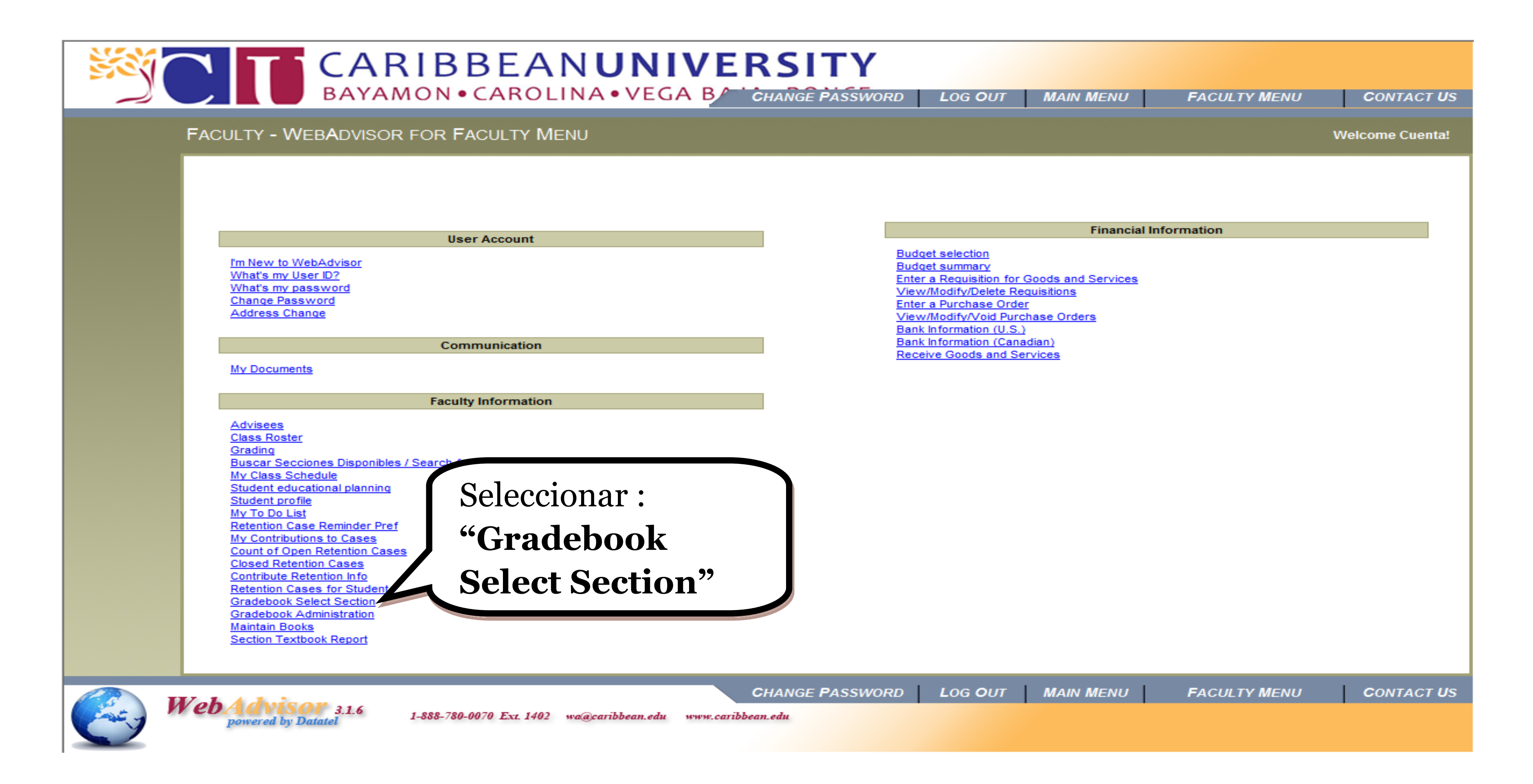
Seleccionas “Faculty”



Entar: User ID y Password.

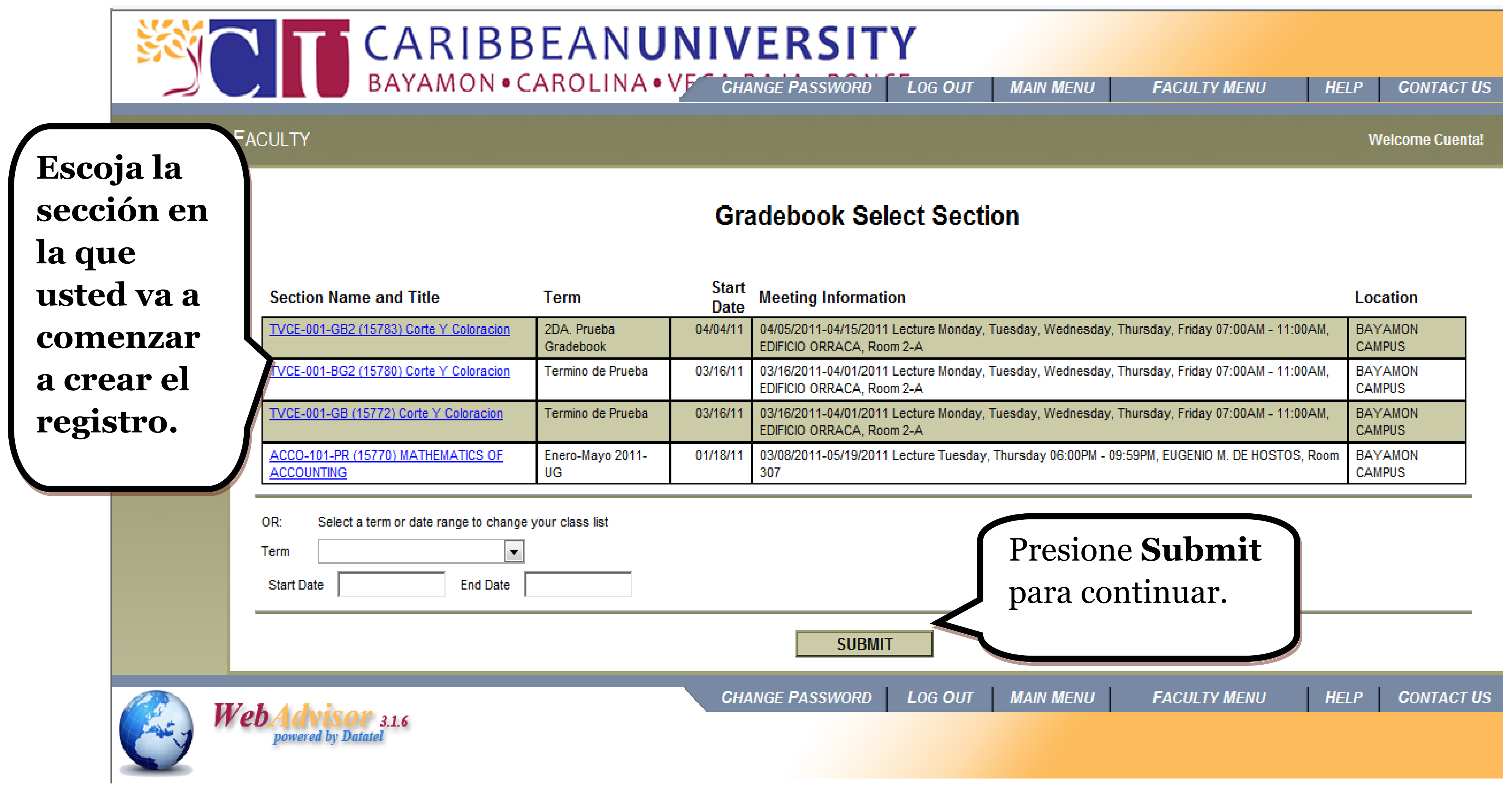


Cuando entre esta información le aparecerá la pantalla de “FACULTY”. En esta pantalla va a seleccionar en la sección de **Faculty Information** la opción: **Gradebook Select Section.**



Pasará a la siguiente pantalla: "Gradebook Select Section"

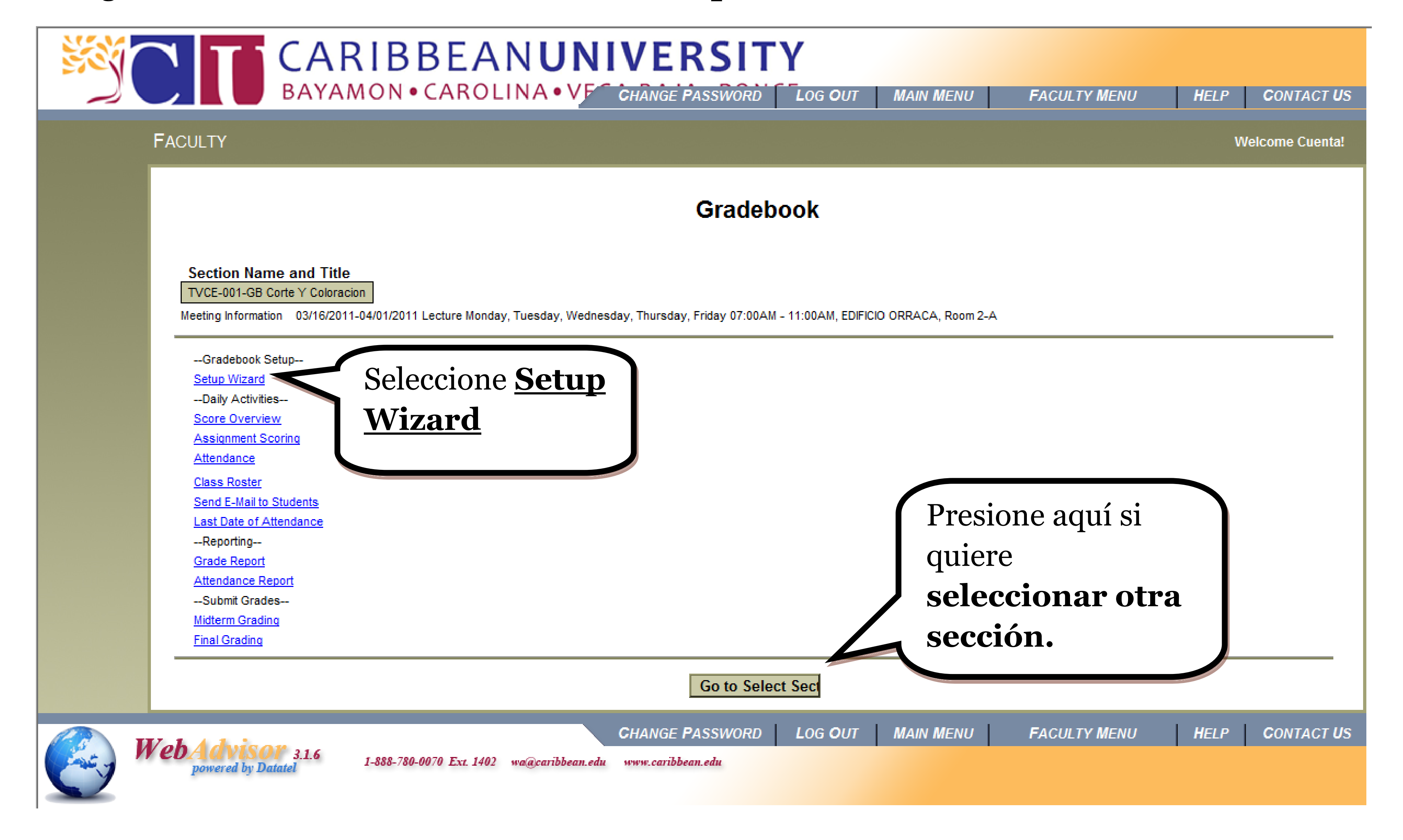
En esta pantalla van a aparecer todas las secciones que a usted se le hayan asignado. Escoja la sección en la cual usted va a comenzar a crear el registro.



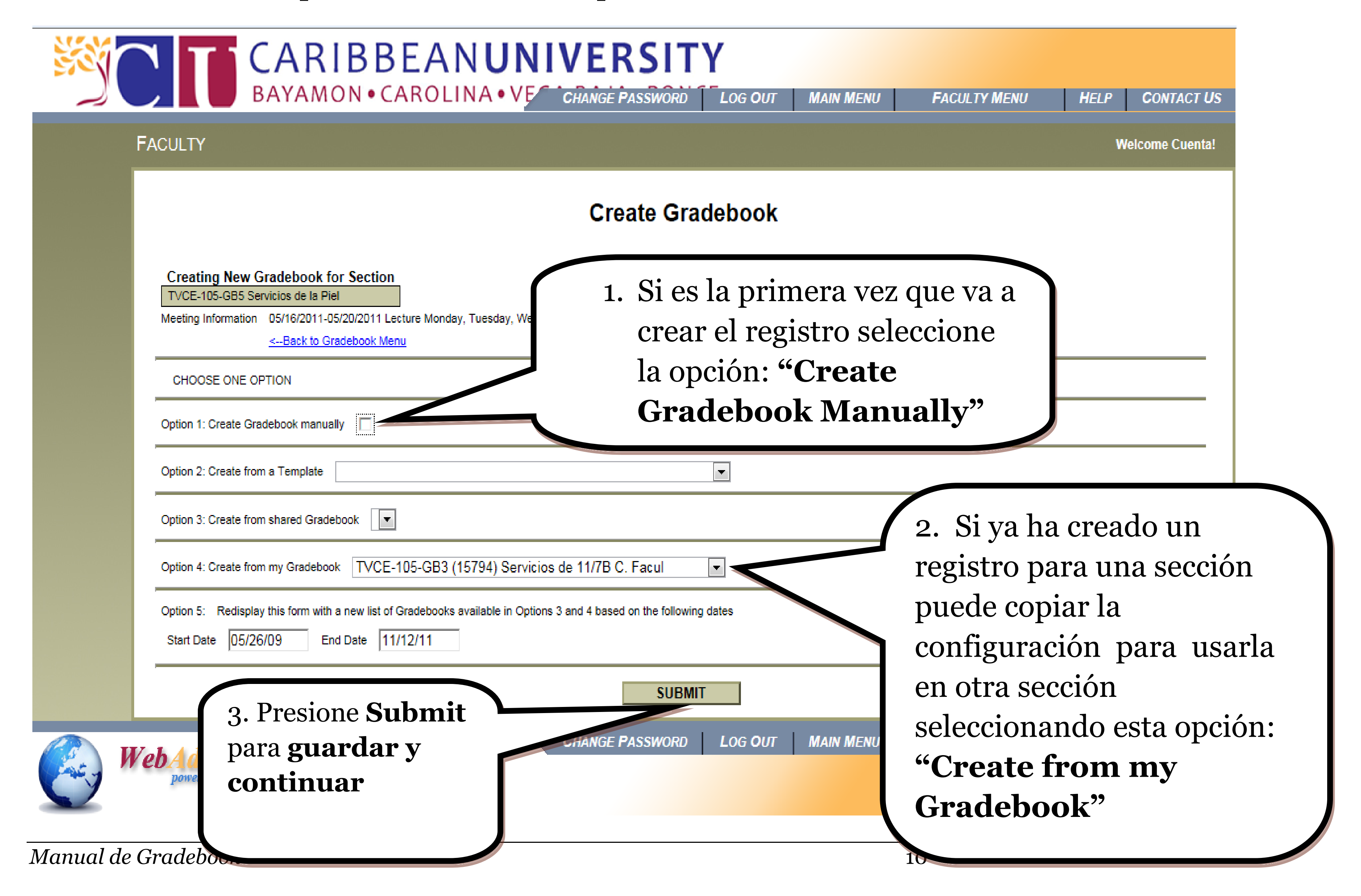
Configuración del Registro

“SETUP WIZARD”

Cuando seleccione el curso que va a trabajar le aparecerá la pantalla para comenzar a configurar. Ya dentro del curso seleccione: "**Setup Wizard**"

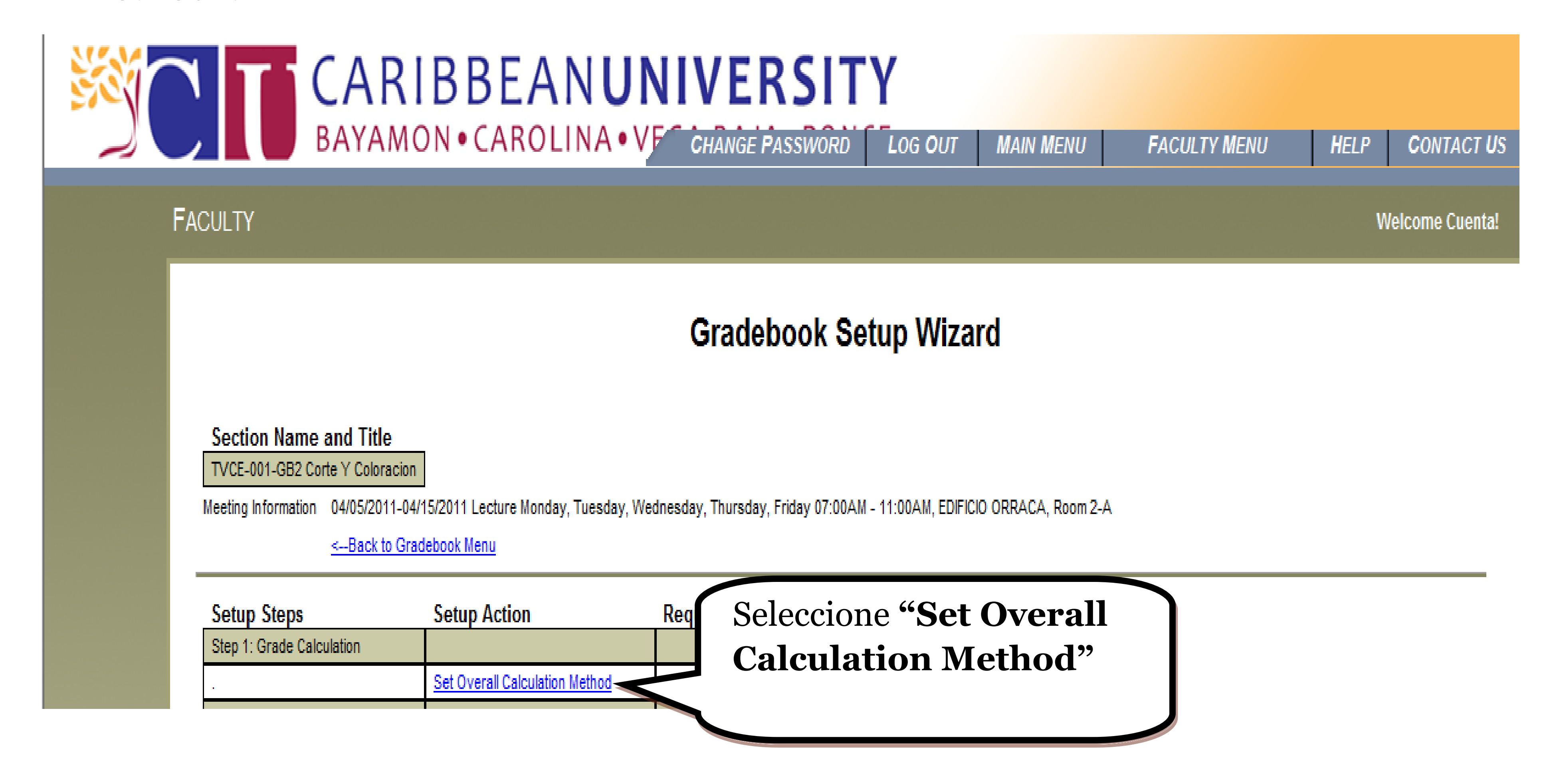


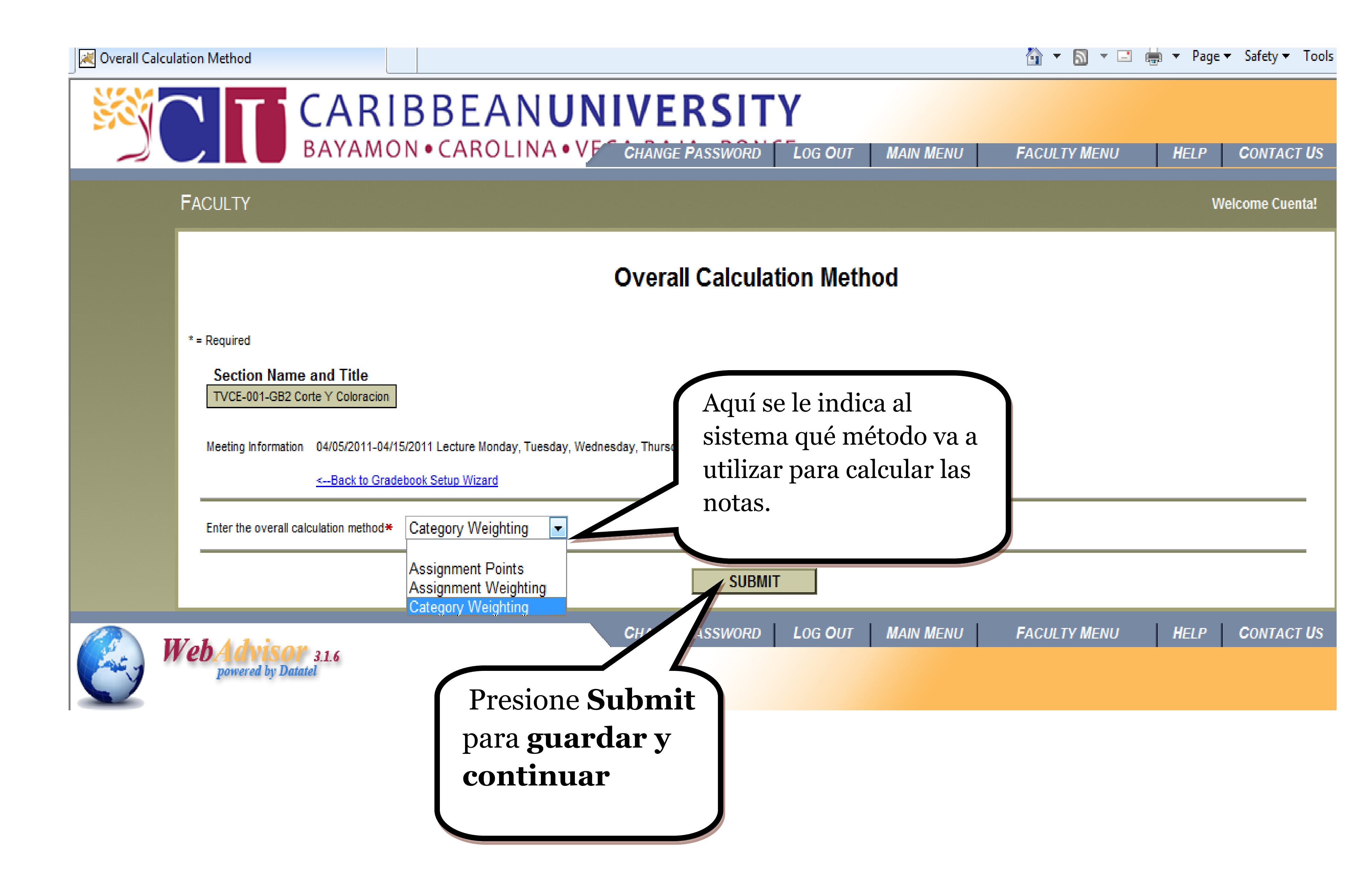
Si es la primera vez que se va a crear el registro, le aparecerá la siguiente pantalla: (Create Gradebook) en esta pantalla tiene varias opciones.



En esta pantalla va a configurar el Registro Electrónico:

1. El método global en que se van a calcular las notas. "**Set Overall Calculation Method".**




Overall Calculation Method
Page
Safety
Tools
CARIBBEANUNIVERSITY
CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US
FACULTY
Welcome Cuenta!
Overall Calculation Method
* = Required
Section Name and Title
TVCE-001-GB2 Corte Y Coloracion
Meeting Information 04/05/2011-04/15/2011 Lecture Monday, Tuesday, Wednesday, Thurs
<--Back to Gradebook Setup Wizard
Enter the overall calculation method*
Category Weighting
Assignment Points
Assignment Weighting
Category Weighting
SUBMIT
Aquí se le indica al sistema qué método va a utilizar para calcular las notas.
Presione Submit para guardar y continuar
WebAdvisor 3.1.6
powered by Datatel

Hay 3 formas de calcular las notas:

1. Por Puntuación (Assigment Points)

	Ejemplo
Sum of earned points	50+180+17+73
Divided by	/
Sum of possible points	100+200+20+80
Equals	=
Percent grade using assignment points	80%

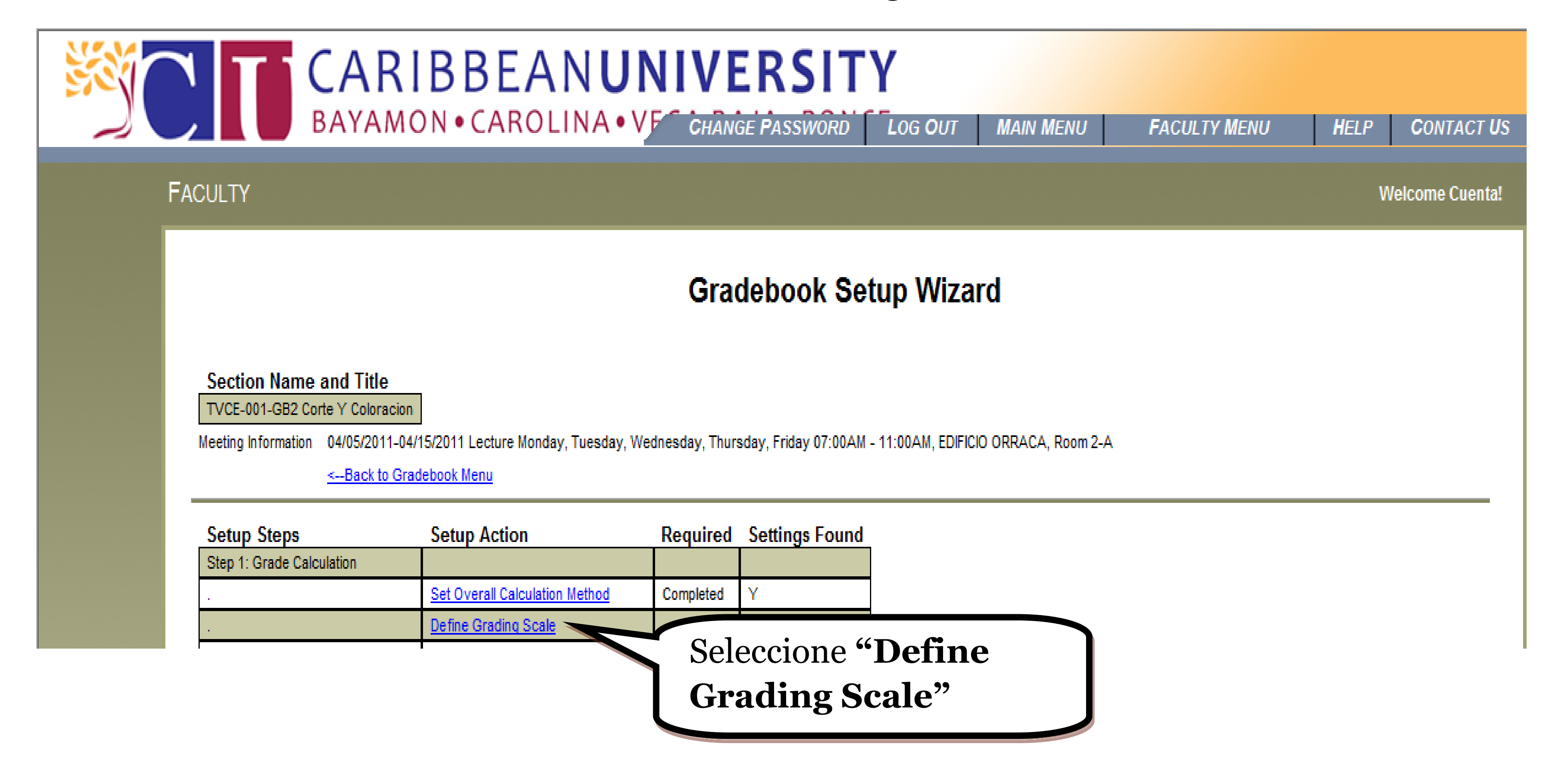
2. Peso por Asignación (Assignment Weighting)

	Ejemplo
(Test #1 earned points/Test #1 possible points) * Test #1 weight	(50/100)*30%
Plus	+
(Test #2 earned points/Test #2 possible points) * Test #2 weight	(180/200)*30%
Plus	+
(Quiz #1 earned points/Quiz #1 possible points) * Quiz #1 weight	(17/20)*20%
Plus	+
(Quiz #2 earned points/Quiz #2 possible points) * Quiz #2 weight	(73/80)*20%
Equals	=
Percent grade using assignment weighting	77.25%

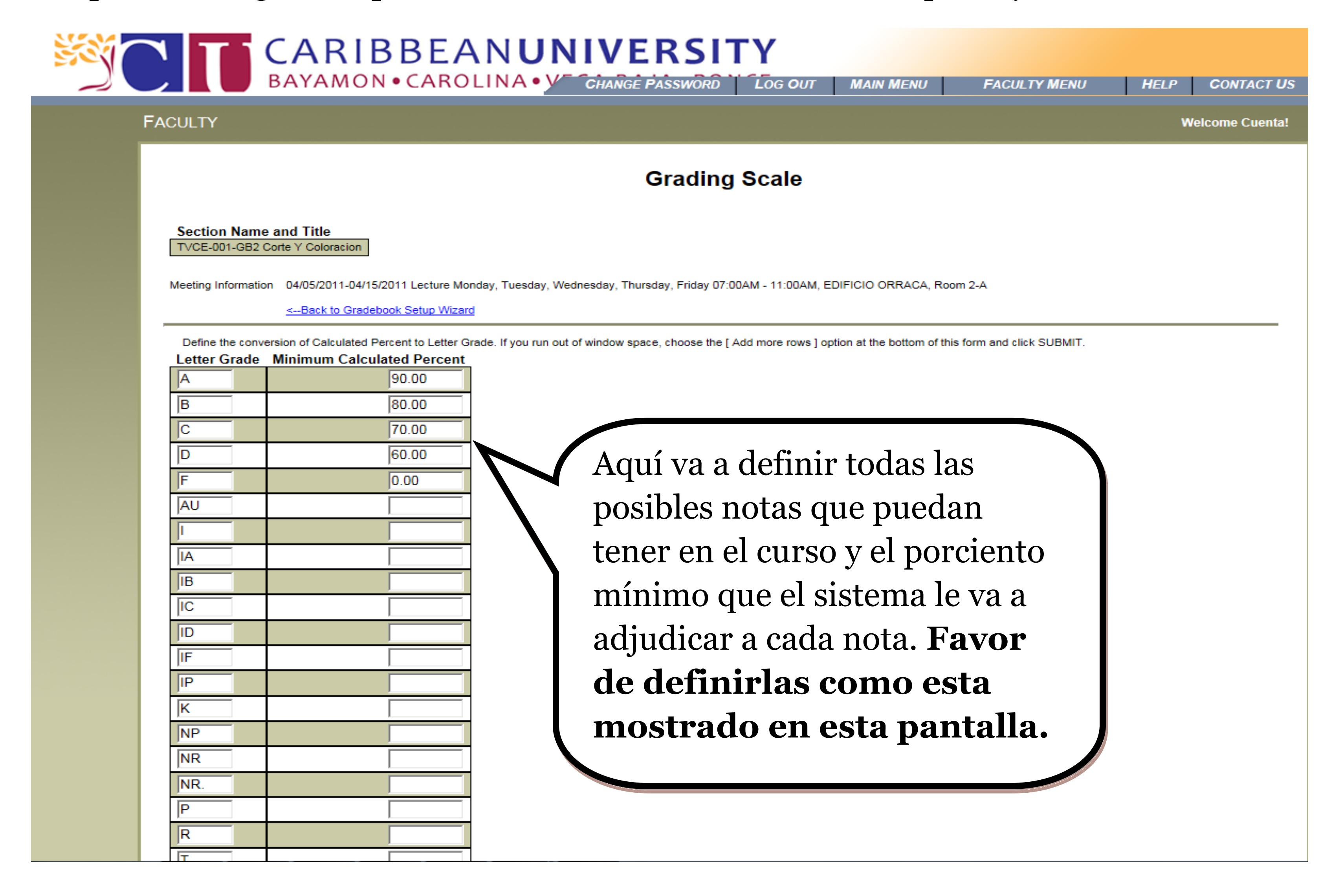
3. Peso por Categoría (Category Weighting) **Ejemplo**

(Total earned test points/Total possible test points)*Test weight	((50+180)/(100+200))*60 %
Plus	+
(Total earned quiz points/Total possible quiz points)*Quiz weight	((17+73)/(20+80))*40%
Equals	=
Percent grade using category weighting	82%

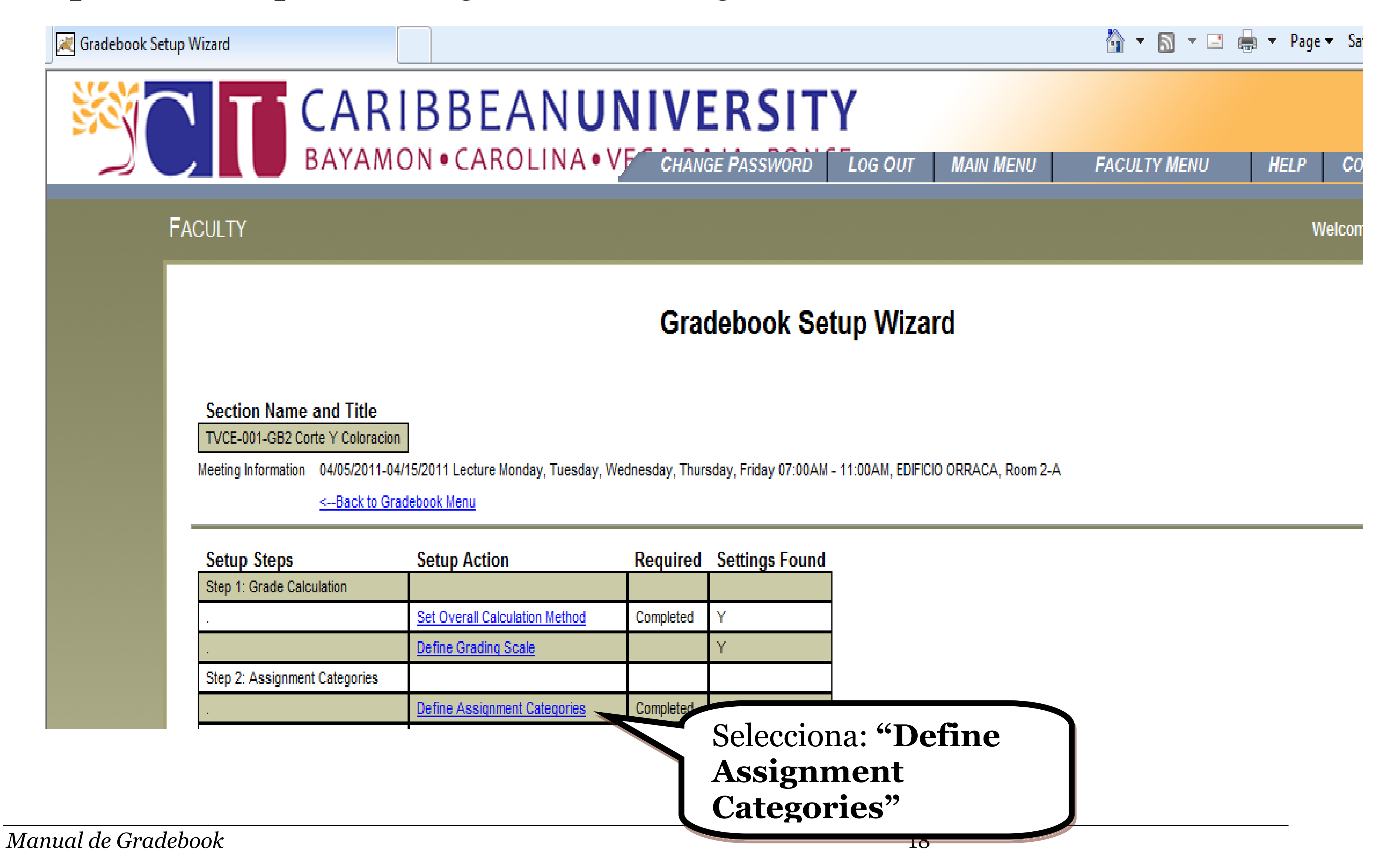
Definición de la escala de las notas: "Define Grading Scale"

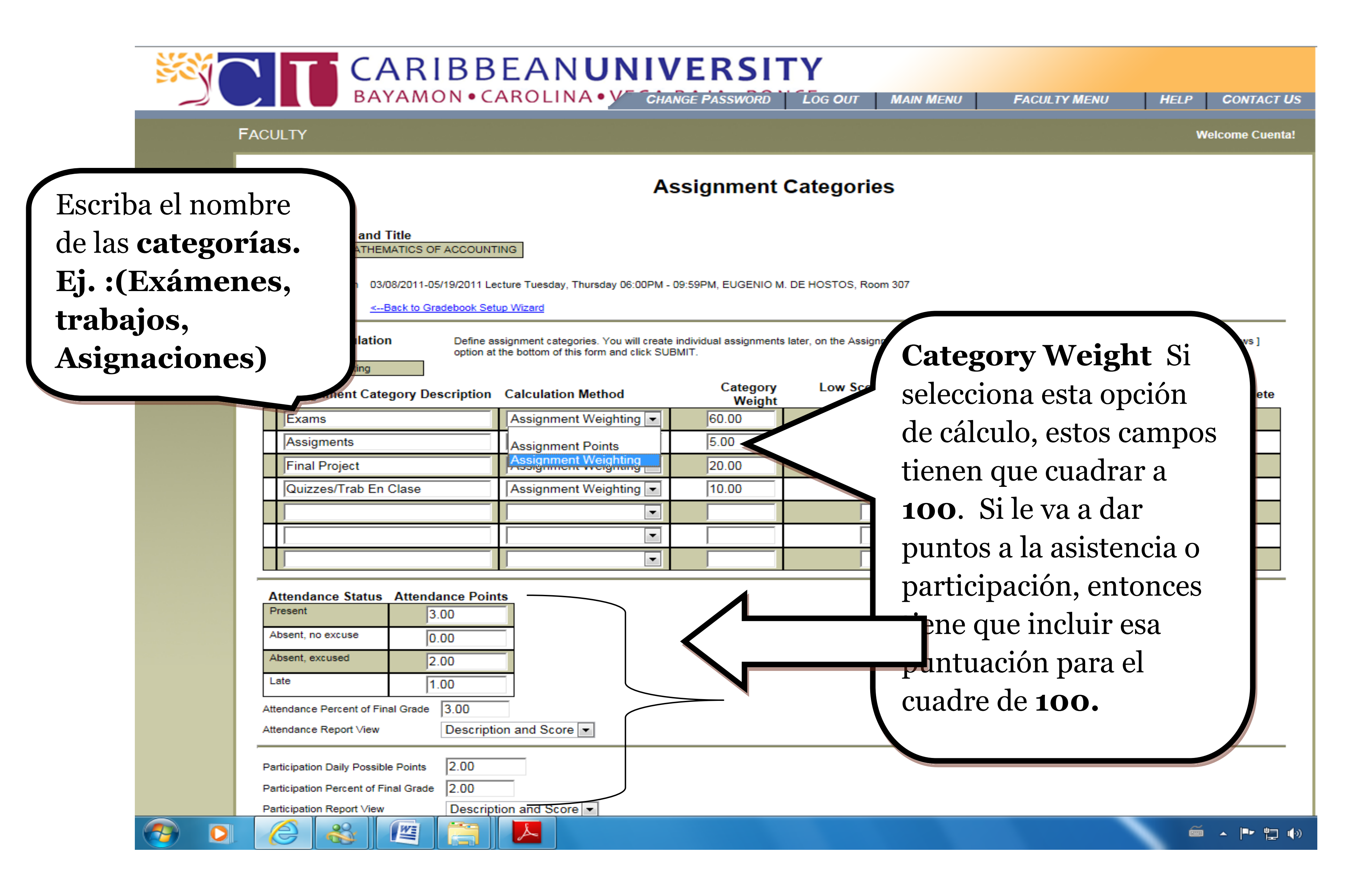


Le aparece la siguiente pantalla donde están todas las notas que hay en el sistema.

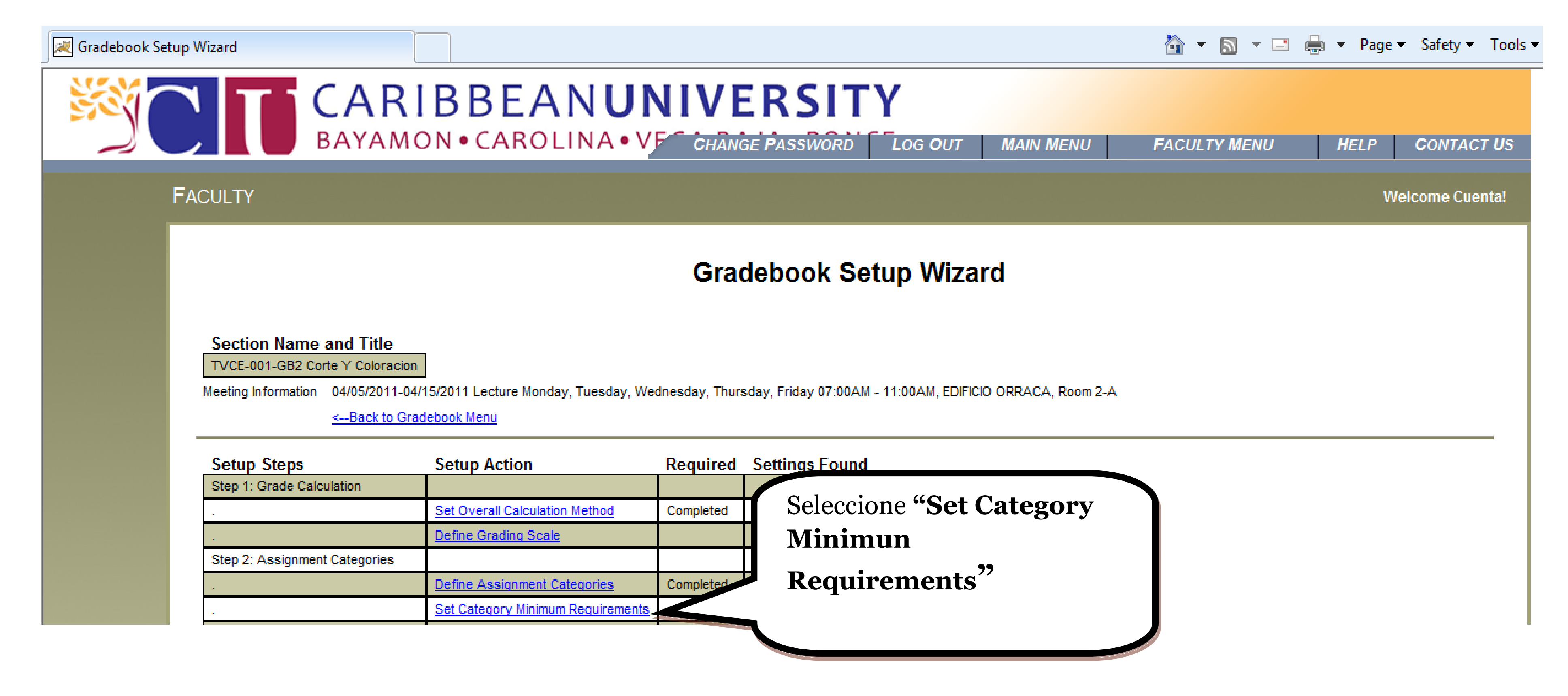


2. Asignar categorías: "Define Assignment Categories". **Aquí creará las categorías de los trabajos que va a utilizar en el curso, el método que va a calcular y el peso o puntuación que se le asignará a esa categoría.**

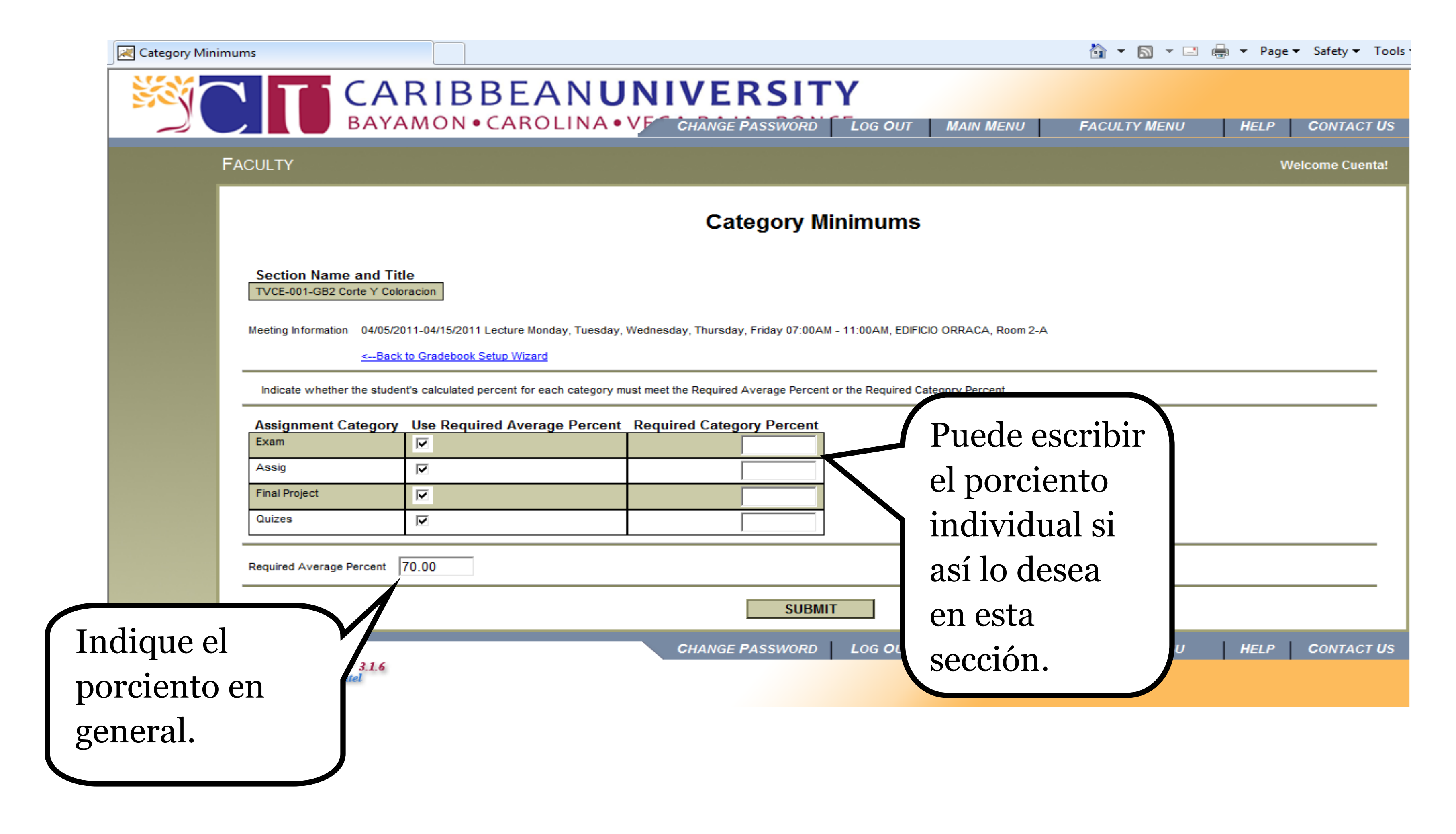



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CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US
FACULTY
Welcome Cuenta!
Assignment Categories
and Title
ATHEMATICS OF ACCOUNTING
03/08/2011-05/19/2011 Lecture Tuesday, Thursday 06:00PM - 09:59PM, EUGENIO M. DE HOSTOS, Room 307
<--Back to Gradebook Setup Wizard
Define assignment categories. You will create individual assignments later, on the Assign
option at the bottom of this form and click SUBMIT.
Calculation Method
Category Weight
Exams
Assignment Weighting
60.00
Assigments
Assignment Points
Assignment Weighting
5.00
Final Project
20.00
Quizzes/Trab En Clase
Assignment Weighting
10.00
Attendance Status
Attendance Points
Present
3.00
Absent, no excuse
0.00
Absent, excused
2.00
Late
1.00
Attendance Percent of Final Grade
3.00
Attendance Report View
Description and Score
Participation Daily Possible Points
2.00
Participation Percent of Final Grade
2.00
Participation Report View
Description and Score
Escriba el nombre de las **categorías. Ej. :(Exámenes, trabajos, Asignaciones)**
Category Weight Si selecciona esta opción de cálculo, estos campos tienen que cuadrar a **100**. Si le va a dar puntos a la asistencia o participación, entonces tiene que incluir esa puntuación para el cuadre de **100.**

Este paso es opcional.

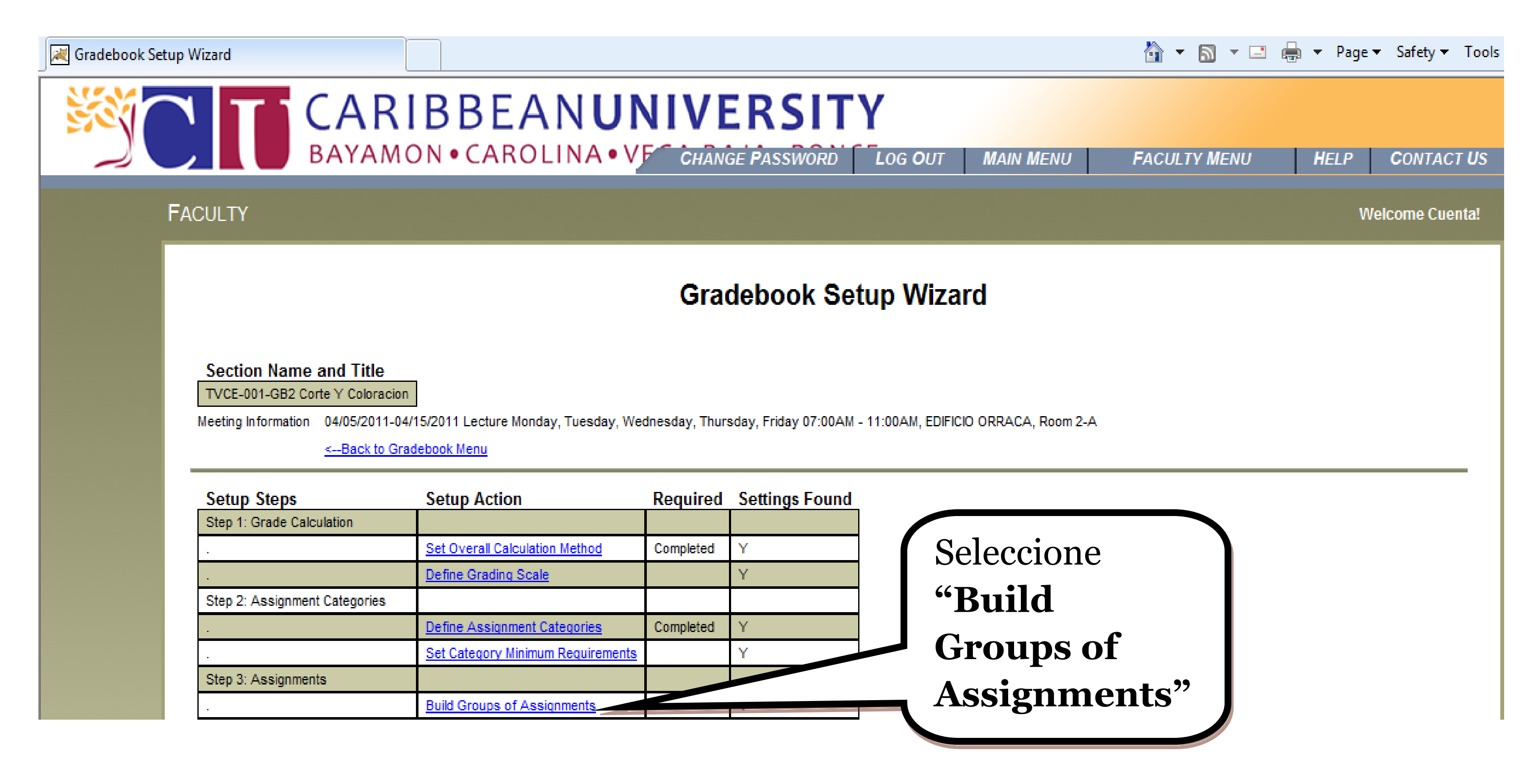


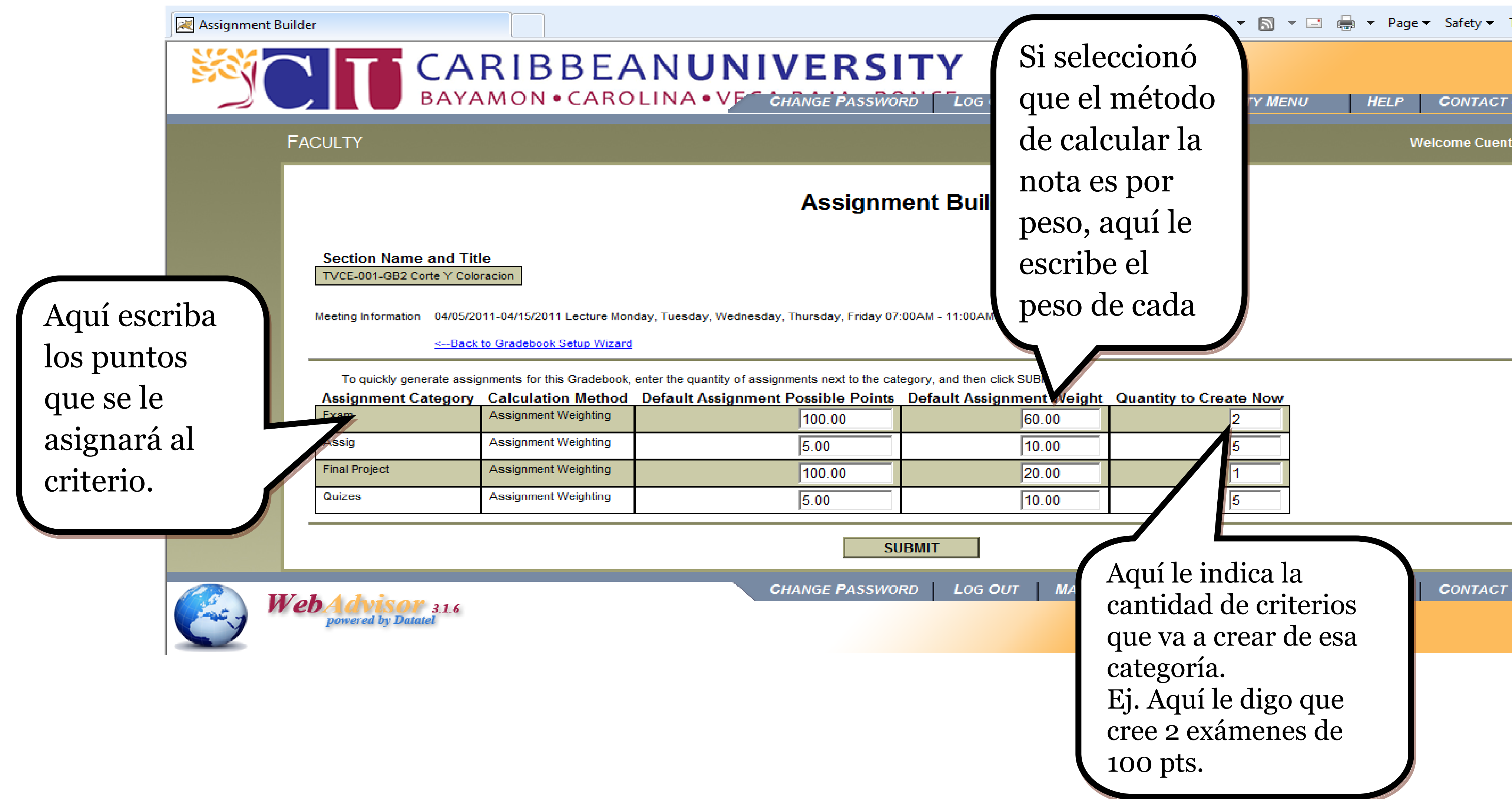
Aquí seleccione la categoría que usted quiera que el sistema le avise en el informe "Grade Report" si el estudiante está por debajo del porciento que usted escribe en la sección **"Required Average Percent"**



3. Asignaciones: "**Build Groups of Assignments**"

Esta sección va a crear las asignaciones, tareas, exámenes, etc. que quiera.





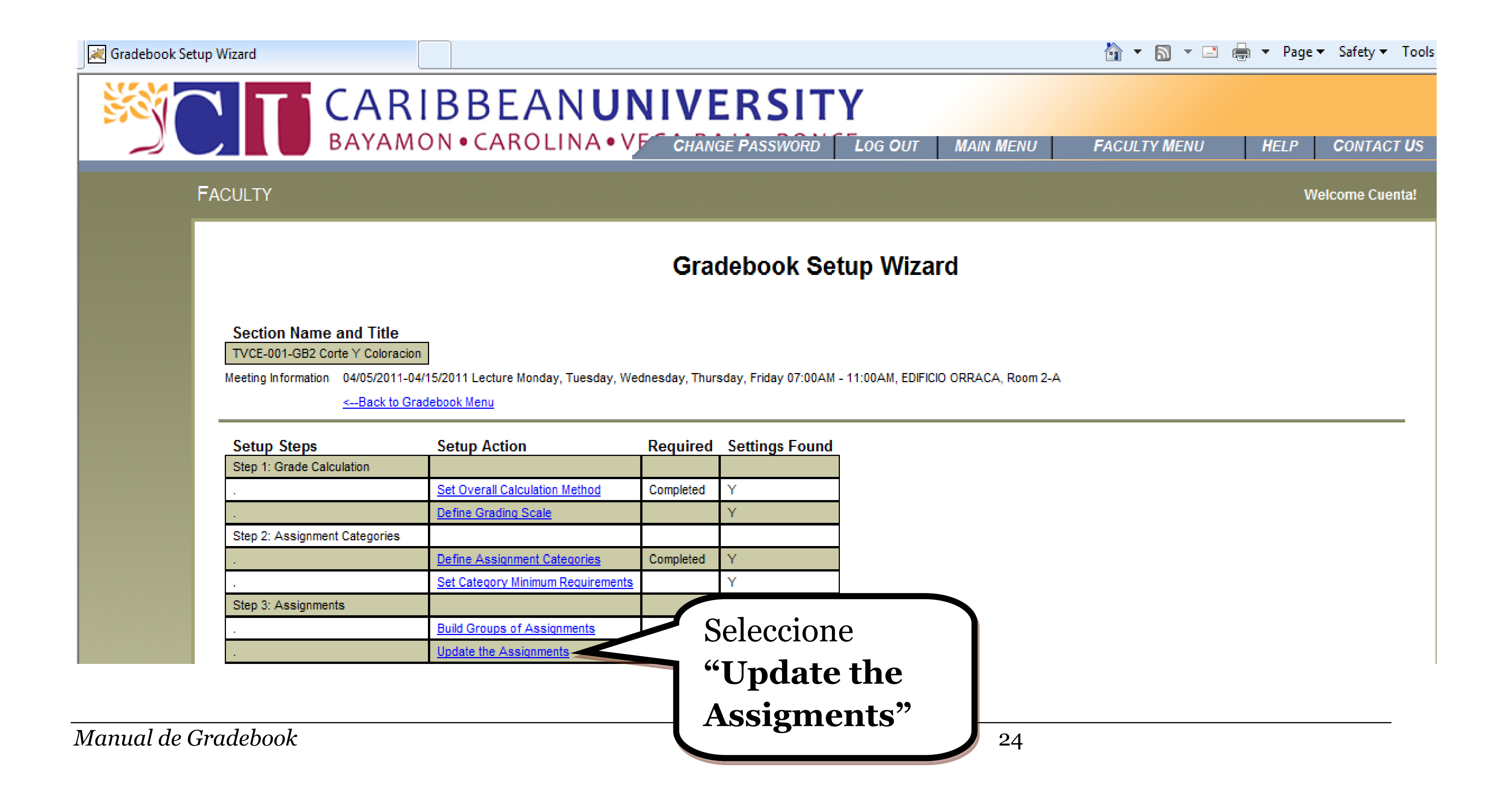
Cuando termine de llenar esta pantalla al darle “SUBMIT” creará todas las tareas.

Una vez se hayan creado las tareas del curso va a la opción “**Update the Assigments**”.

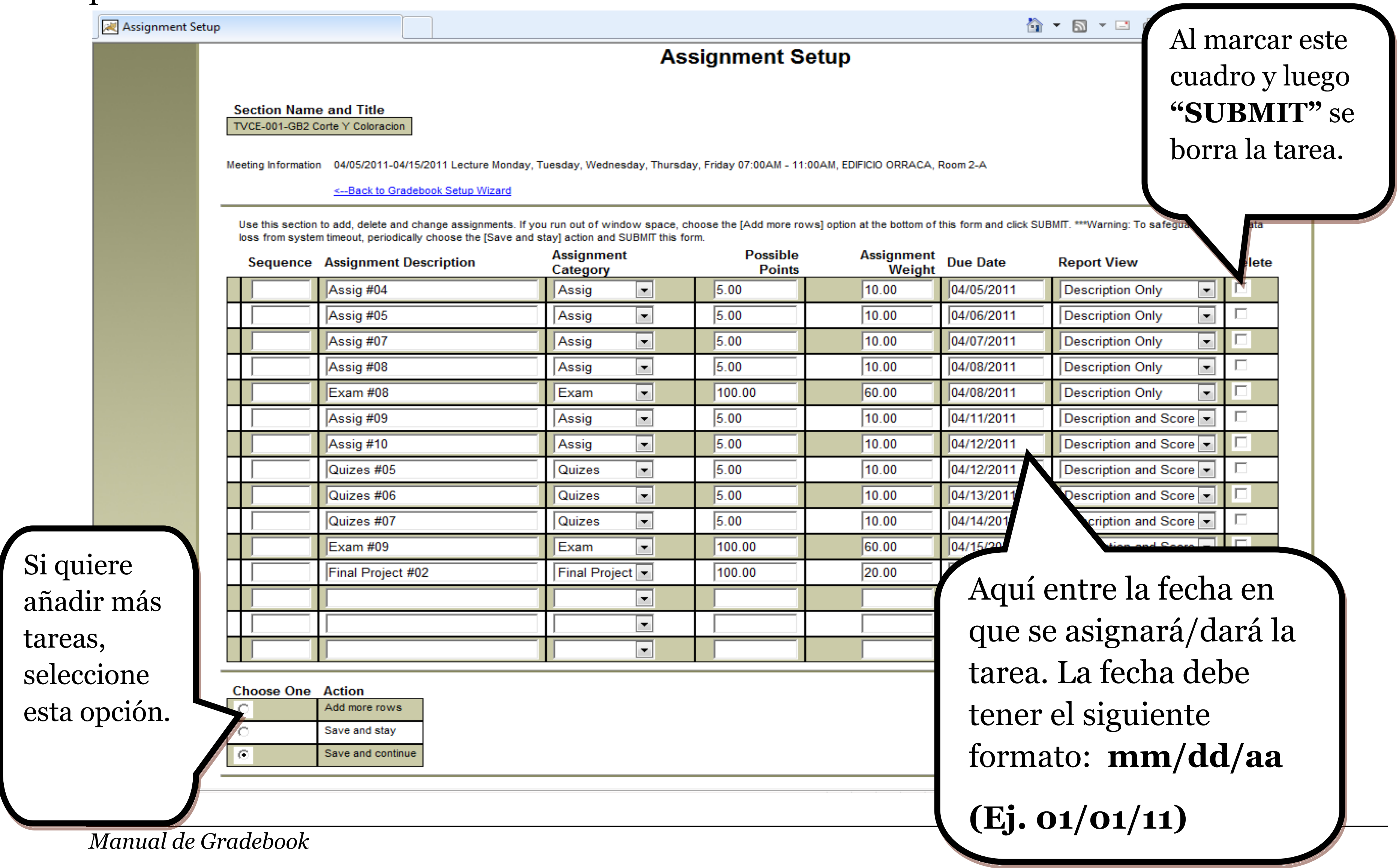
“Update the Assigments”

En esta pantalla va a ver todas las tareas que se crearon en la pantalla anterior.

Use esta pantalla para añadir, borrar y hacer cambios a los criterios que creó.

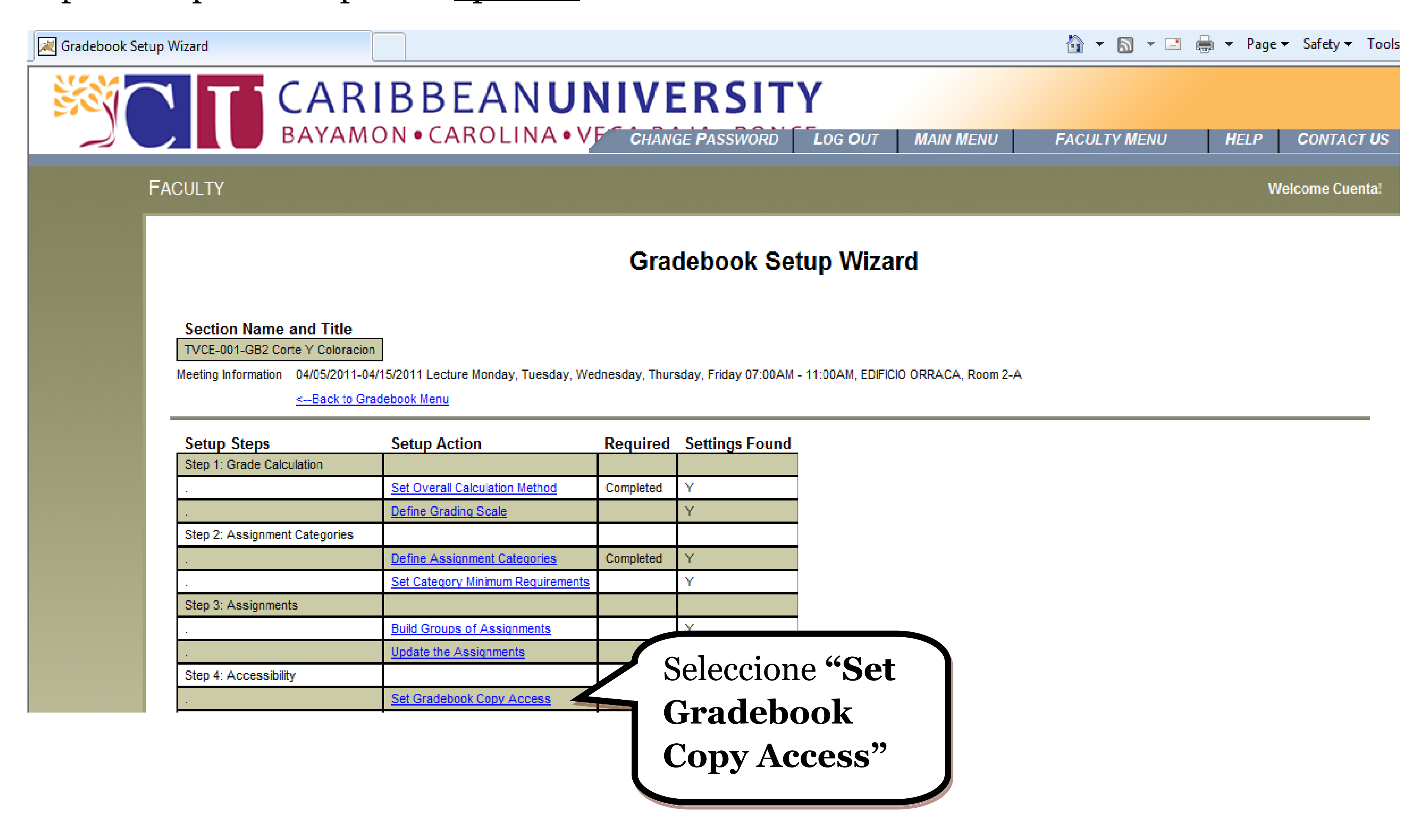


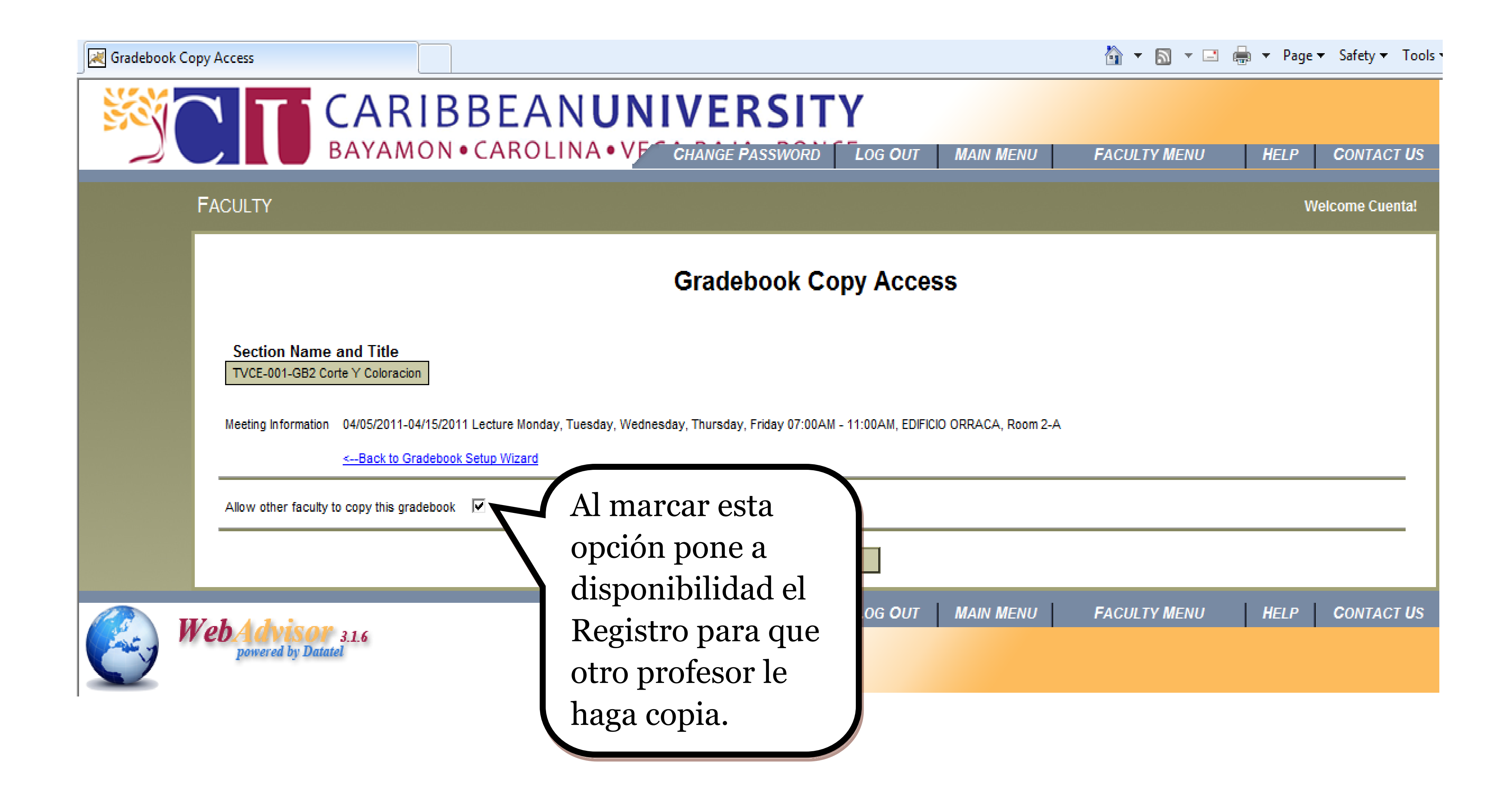
Cuando seleccione la opción de **"Update the Assigments"** aparecerá la siguiente pantalla:



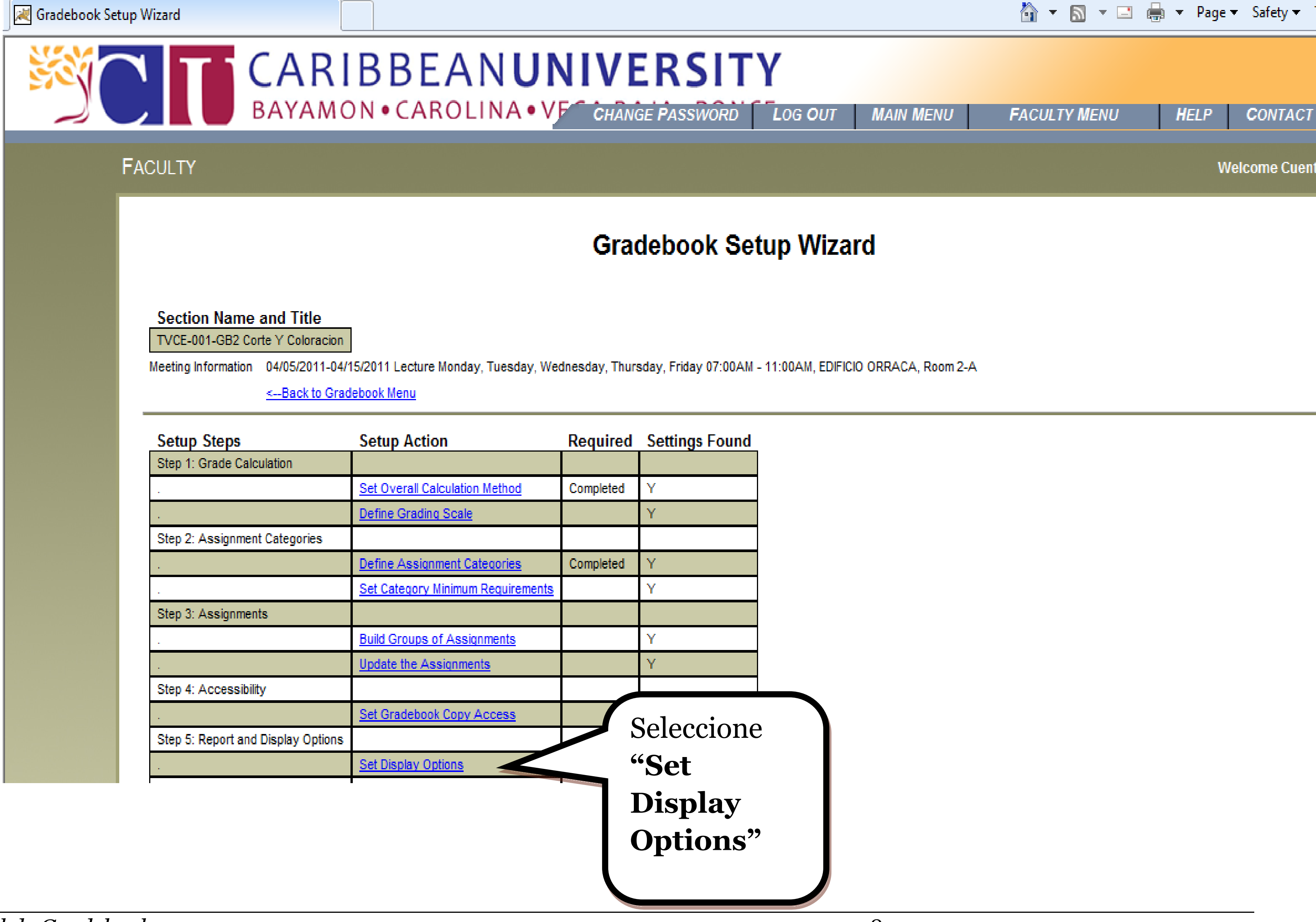
4. Accesibilidad. “**Set Gradebook Copy Access**”:

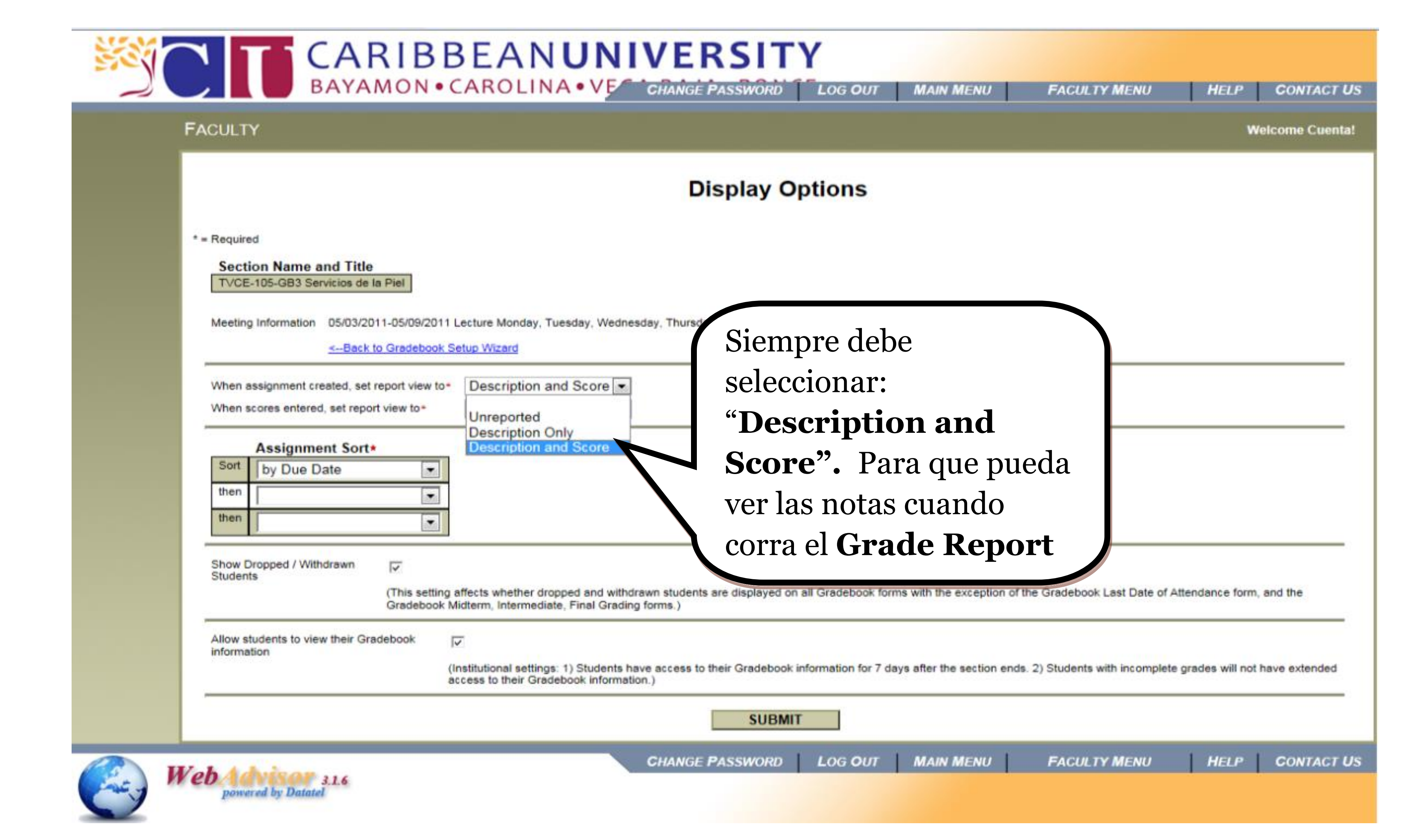
Esta sección permite que el registro que se creó esté disponible para que otro profesor lo pueda copiar. Este paso es opcional.




Gradebook Copy Access
Page Safety Tools
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FACULTY
Welcome Cuenta!
Gradebook Copy Access
Section Name and Title
TVCE-001-GB2 Corte Y Coloracion
Meeting Information 04/05/2011-04/15/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 07:00AM - 11:00AM, EDIFICIO ORRACA, Room 2-A
<--Back to Gradebook Setup Wizard
Allow other faculty to copy this gradebook
Al marcar esta opción pone a disponibilidad el Registro para que otro profesor le haga copia.
WebAdvisor 3.1.6
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5. Opciones de Visualización y Reporte: **Esta opción es requerida.**



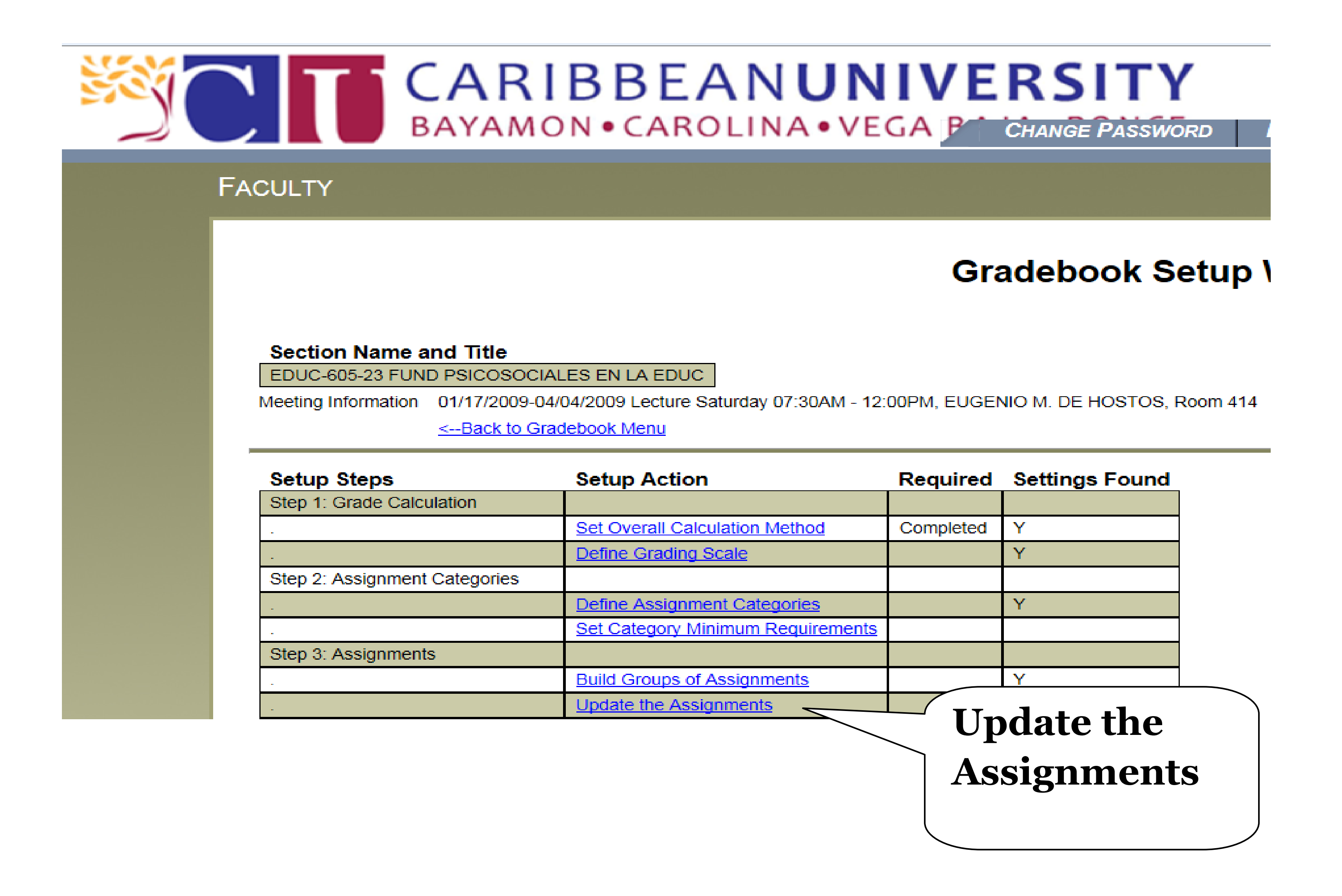

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CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US
FACULTY
Welcome Cuenta!
Display Options
* = Required
Section Name and Title
TVCE-105-GB3 Servicios de la Piel
Meeting Information 05/03/2011-05/09/2011 Lecture Monday, Tuesday, Wednesday, Thursd
<--Back to Gradebook Setup Wizard
When assignment created, set report view to*
Description and Score
When scores entered, set report view to*
Unreported
Description Only
Description and Score
Assignment Sort*
Sort
by Due Date
then
then
Show Dropped / Withdrawn Students
(This setting affects whether dropped and withdrawn students are displayed on all Gradebook forms with the exception of the Gradebook Last Date of Attendance form, and the Gradebook Midterm, Intermediate, Final Grading forms.)
Allow students to view their Gradebook information
(Institutional settings: 1) Students have access to their Gradebook information for 7 days after the section ends. 2) Students with incomplete grades will not have extended access to their Gradebook information.)
SUBMIT
Siempre debe seleccionar: "Description and Score". Para que pueda ver las notas cuando corra el Grade Report
WebAdvisor 3.1.6
powered by Datatel

Copiar curso que ya está configurado:

Si usted ya ha configurado una sección puede hacer una copia de esa sección para configurar otras secciones:



Le aparecerá la pantalla de configuración y ahí selecciona **“Update the Assigments”**



Le aparecerá la pantalla donde usted configuro las tareas y exámenes de la sección que copió.

Assignment Setup

Section Name and Title

EDUC-605-23 FUND PSICOSOCIALES EN LA EDUC

Meeting Information 01/17/2009-04/04/2009 Lecture Saturday 07:30AM - 12:00PM, EUGENIO M. DE HOSTOS, Room 414

<--Back to Gradebook Setup Wizard

Use this section to add, delete and change assignments. If you run out of window space, choose the [Add more rows] option at the bottom of this form and click SUBMIT. ***Warning: To safeguard against data loss from system timeout, periodically choose the [Save and stay] action and SUBMIT this form.

Sequence	Assignment Description	Assignment Category	Possible Points	Assignment Weight	Due Date	Report View
	Asignacion #01	Asignacion	25.00	N/A		Description
	Examen #01	Examen	100.00	N/A		Descriptio
	Asignacion #02	Asignacion	30.00	N/A		
	Examen #02	Examen	100.00	N/A		D
	Examen #03	Examen	100.00	N/A		Desc
	Trabajo Especial	Trabajo Especial	150.00	N/A		Descriptio

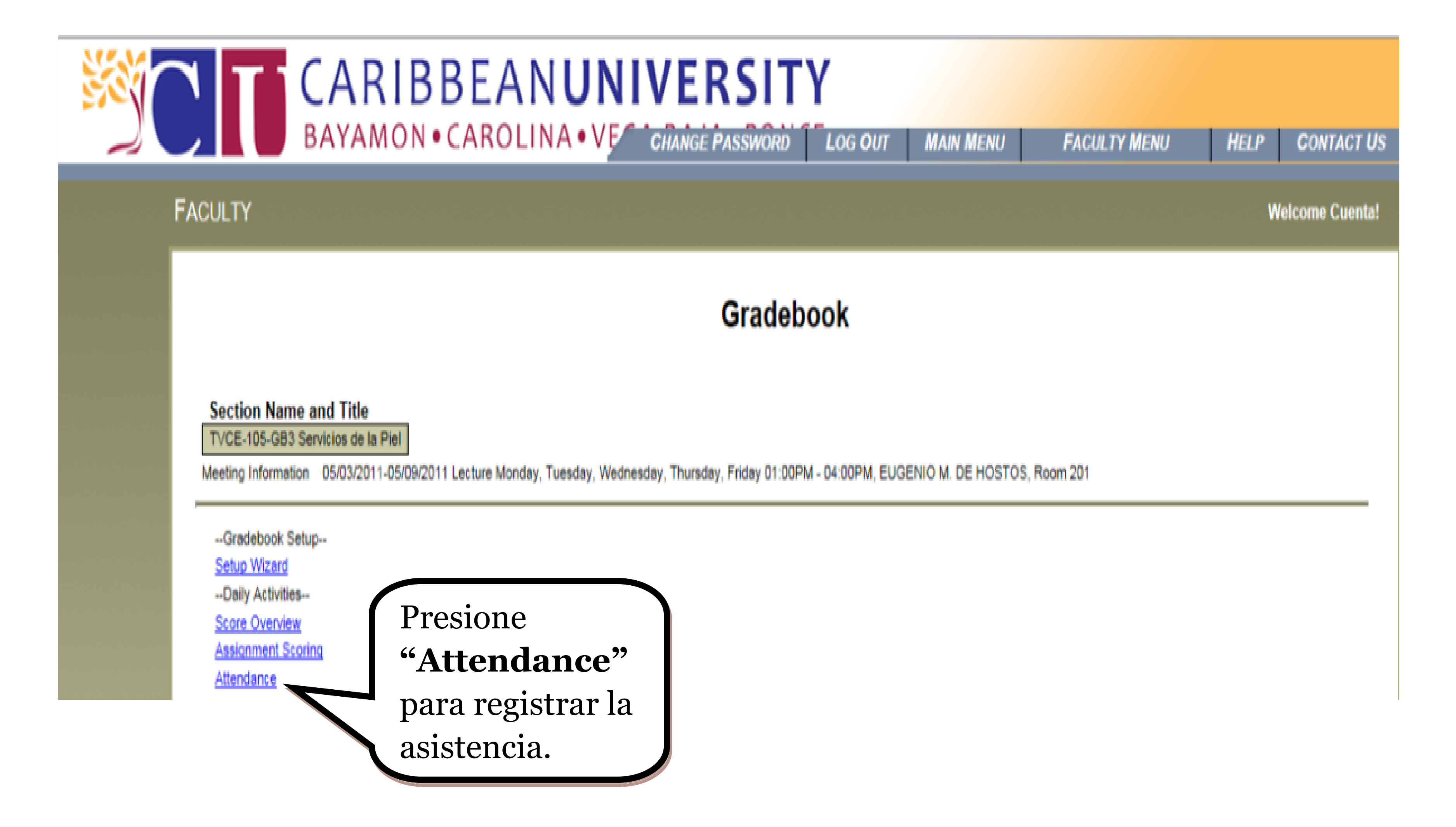
Choose One	Action
○	Add more rows
○	Save and stay
◉	Save and continue

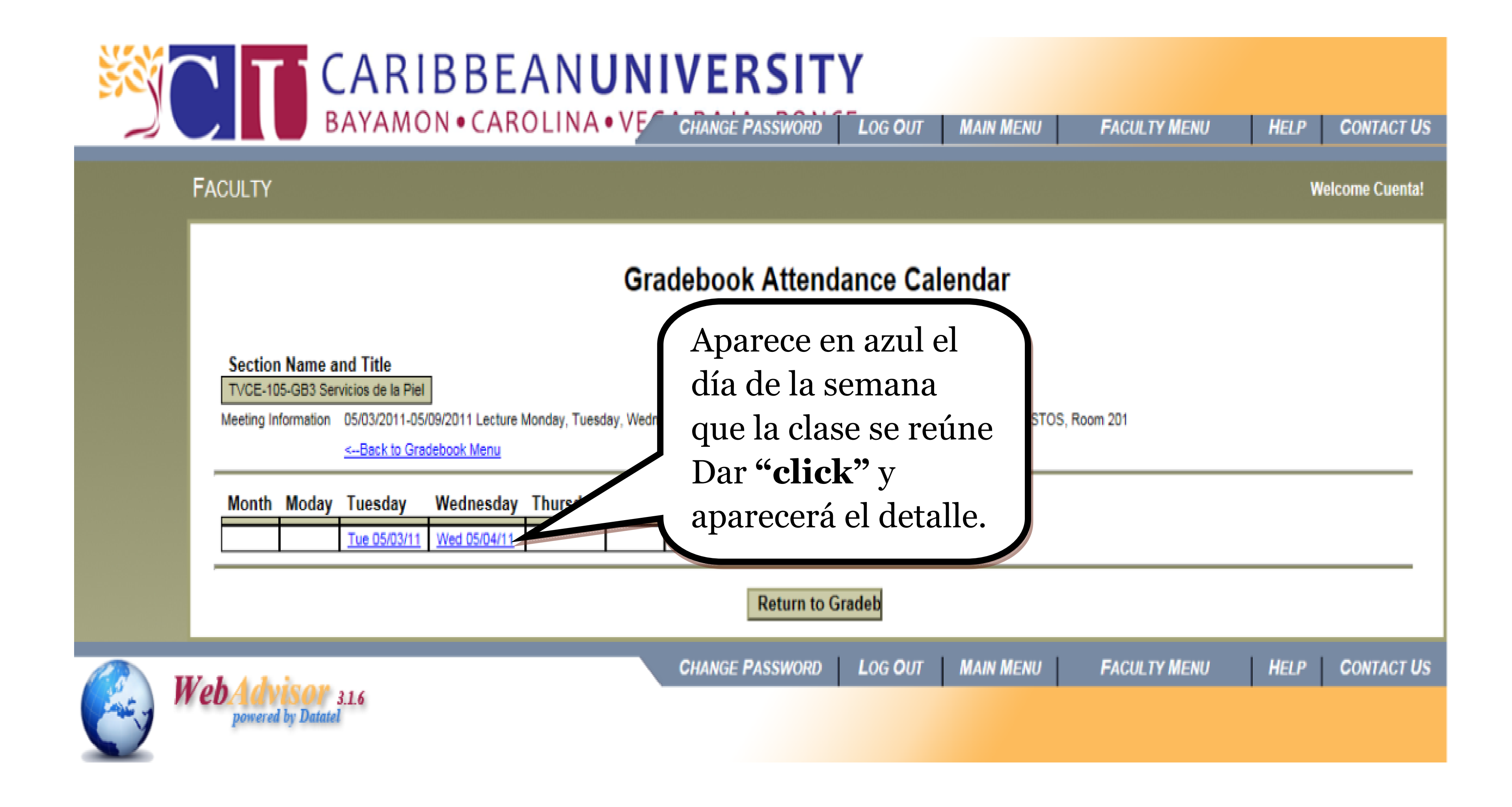
SUBMIT

Lo único que tiene que hacer en esta parte es poner las fechas en que se van a dar esas tareas y luego "SUBMIT"

ACTIVIDADES DIARIAS:

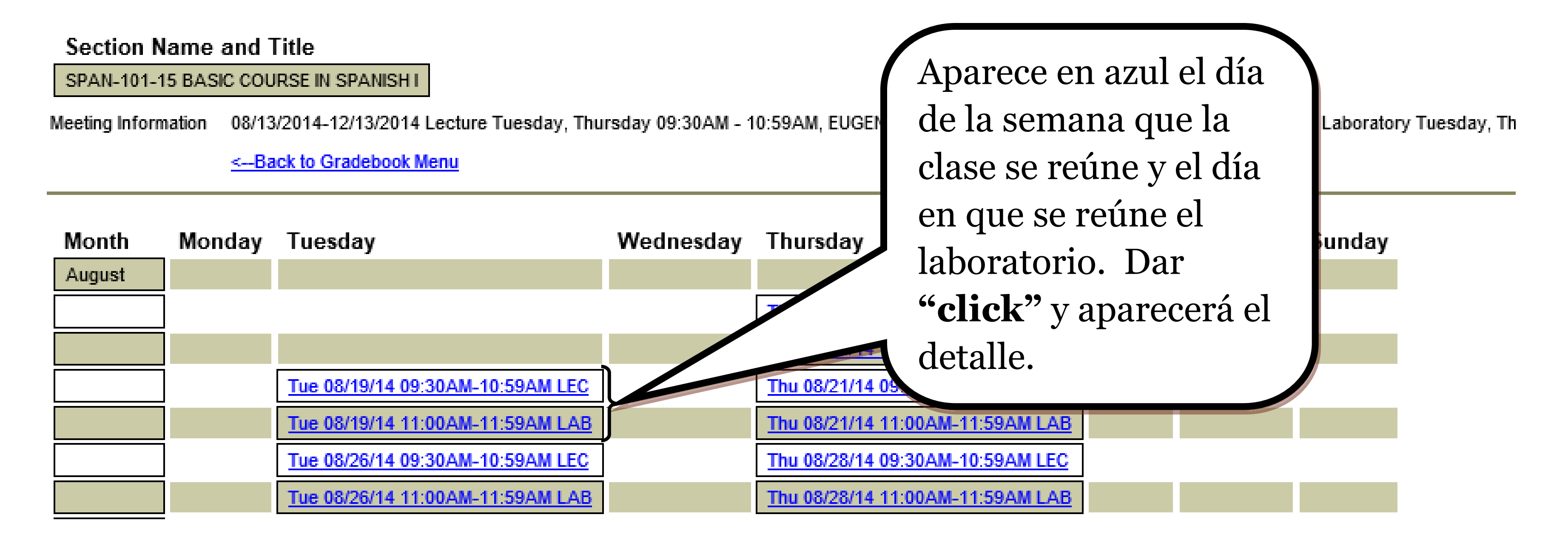
1. Entrar la asistencia





*****Nota: Si usted está dando clases por internet esta pantalla sale sin fechas. Deberá someter asistencia por Blackboard.**

Si la clase tiene laboratorio, en la pantalla le aparecerá además del día de la clase el día del laboratorio. **El profesor que está dando el laboratorio puede acceder el curso por "Gradebook" y entrar la asistencia al Laboratorio sin que se afecte la asistencia al curso presencial.**

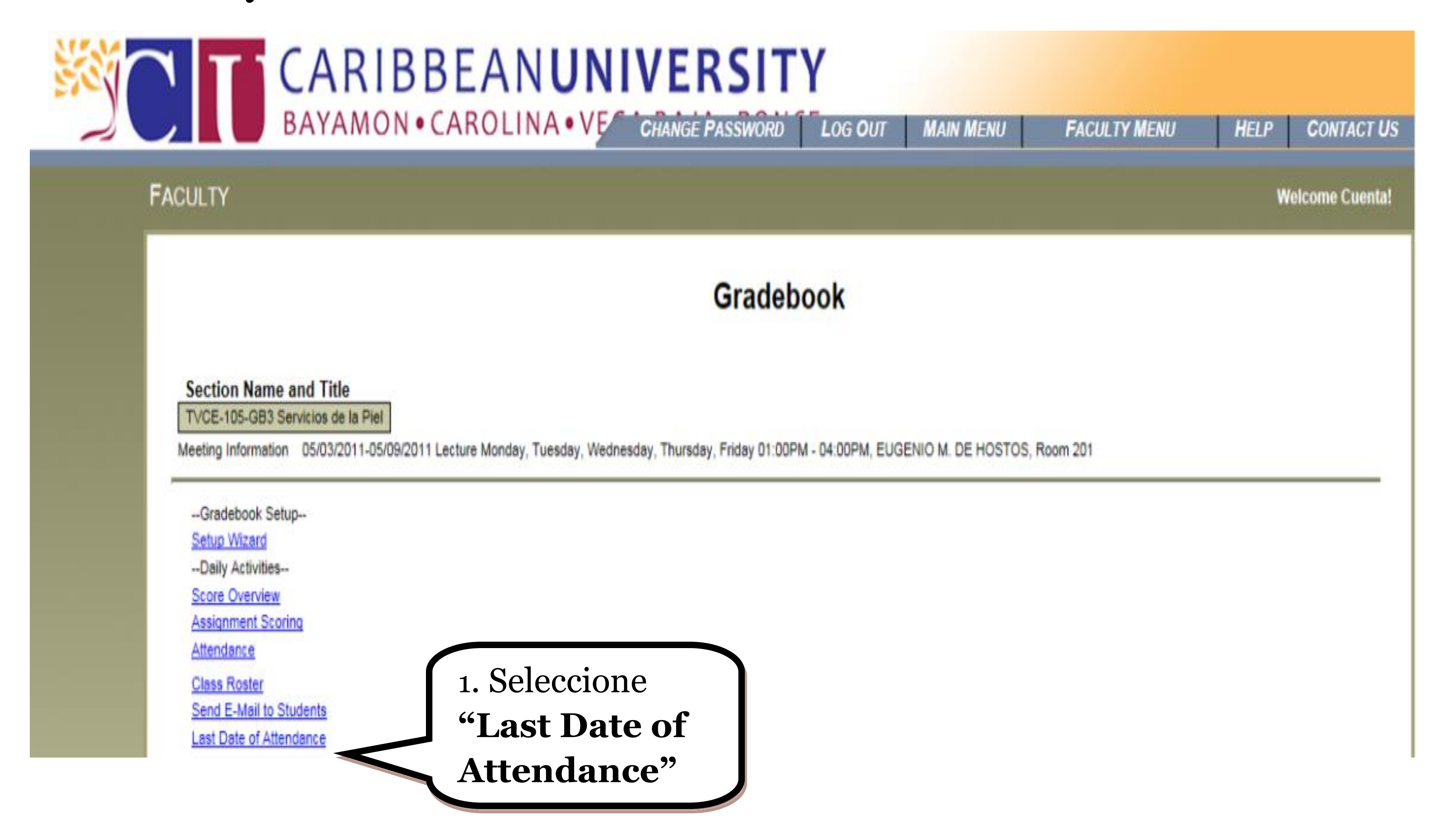


***Nota:** **Si usted está dando clases por internet esta pantalla sale sin fechas. Deberá someter asistencia por Blackboard.**

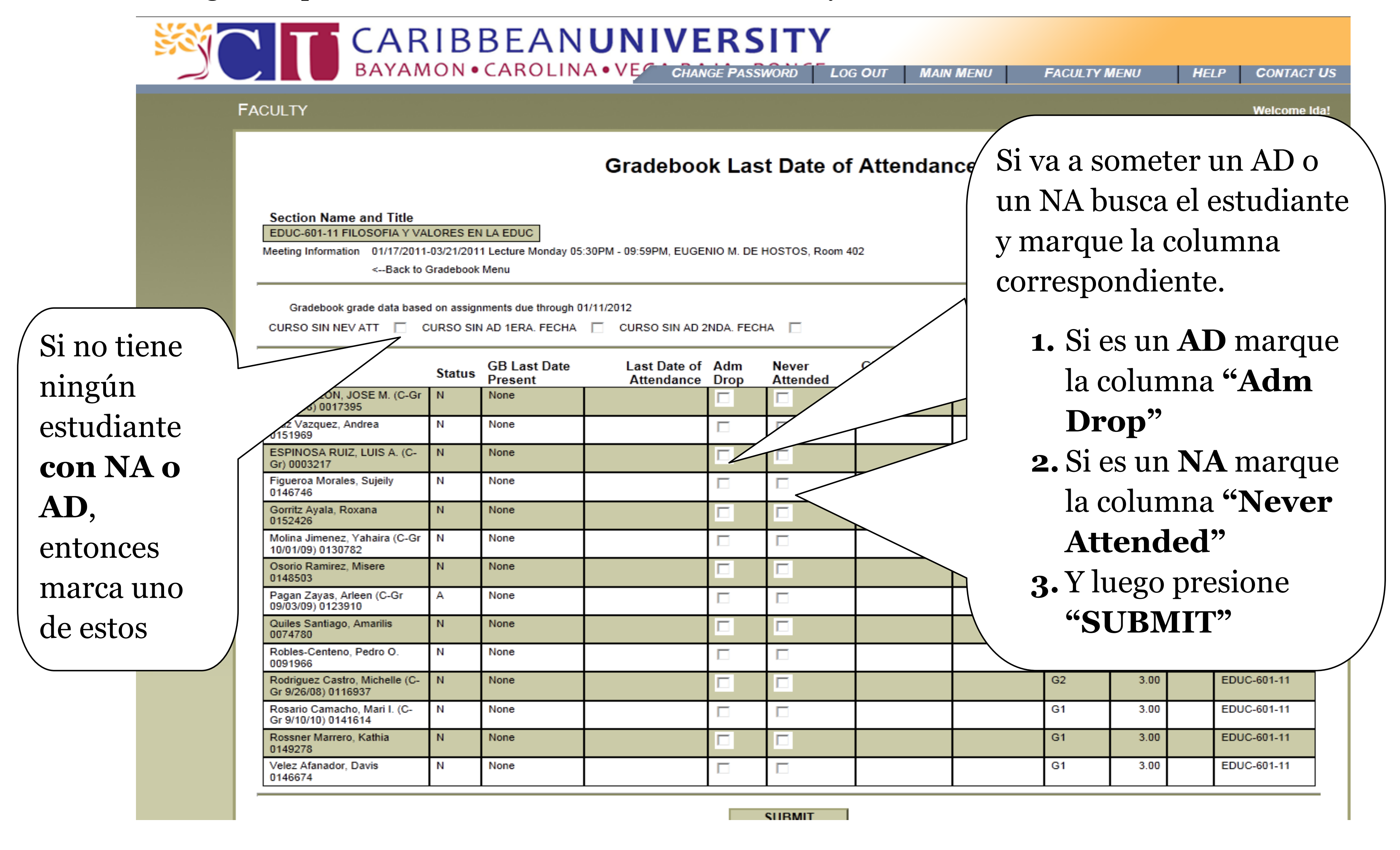
Puede entrar el “status” de asistencia a todos o individual.



Someter "AD" y "NA"

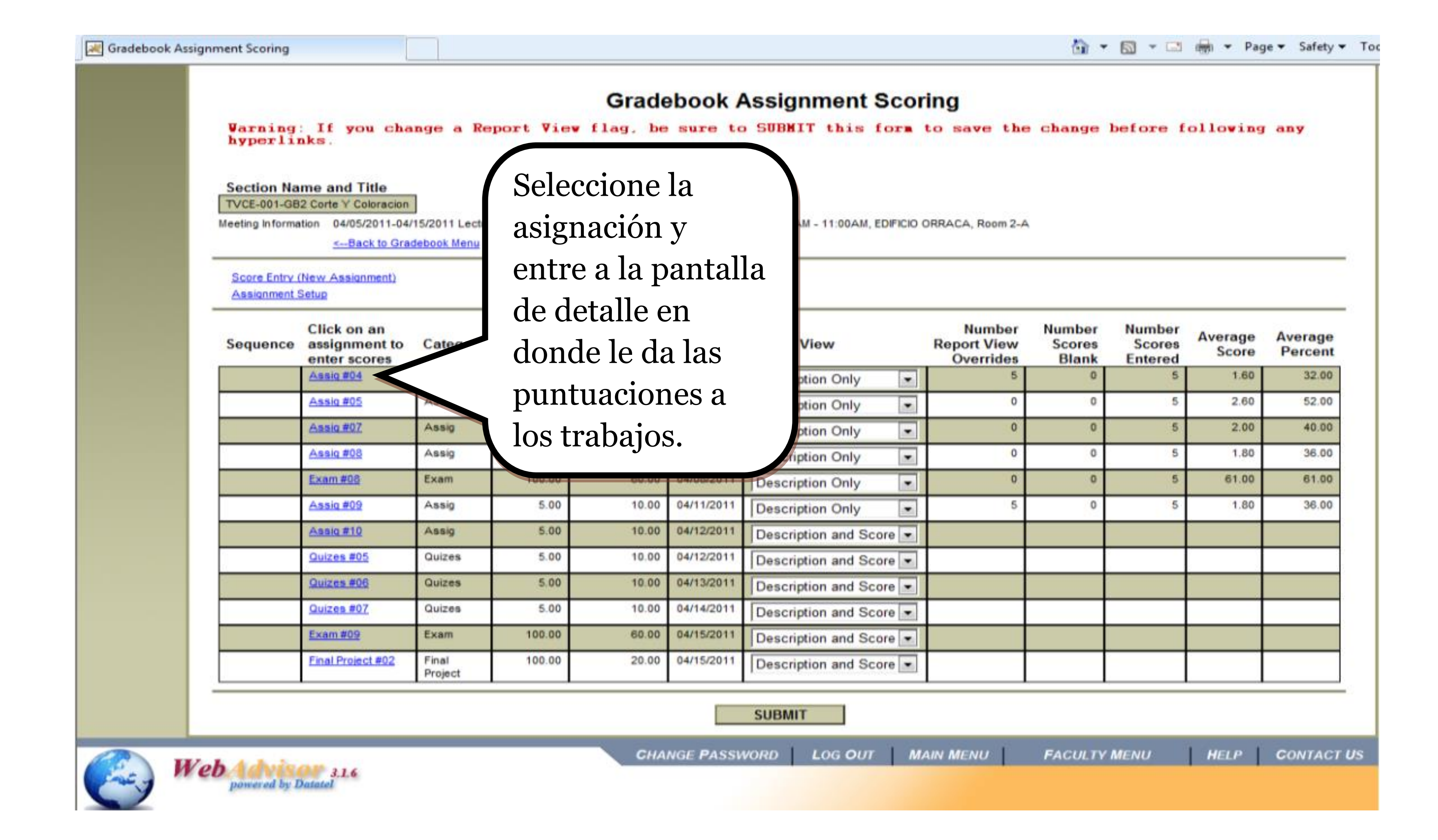


En la siguiente pantalla es donde usted va a someter los AD y NA

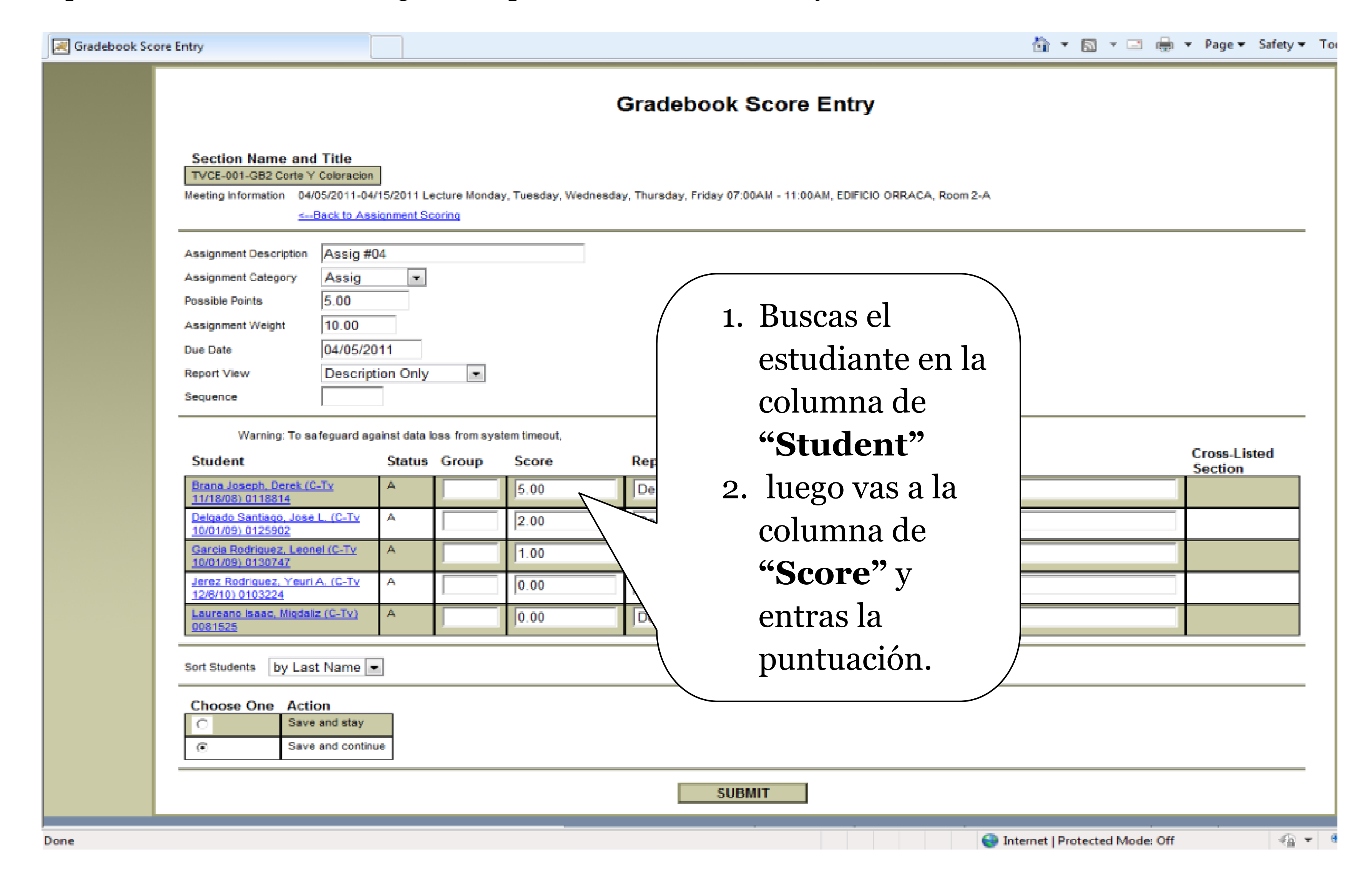


2. Entrar notas o puntuaciones

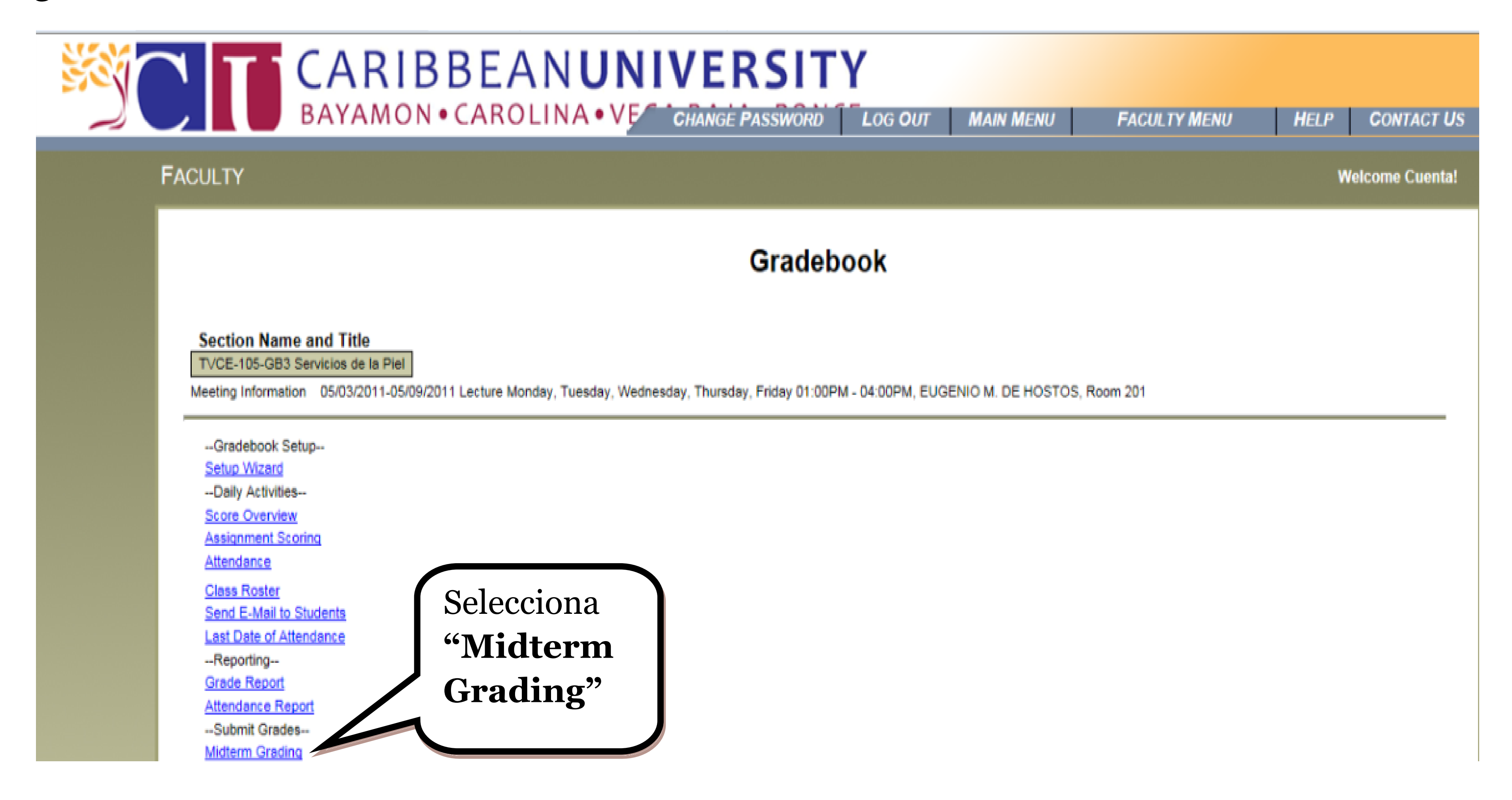



Gradebook Assignment Scoring
Warning: If you change a Report View flag, be sure to SUBMIT this form to save the change before following any hyperlinks.
Section Name and Title
TVCE-001-GB2 Corte Y Coloracion
Meeting Information
<--Back to Gradebook Menu
Score Entry (New Assignment)
Assignment Setup
Seleccione la asignación y entre a la pantalla de detalle en donde le da las puntuaciones a los trabajos.
SUBMIT
CHANGE PASSWORD
LOG OUT
MAIN MENU
FACULTY MENU
HELP
CONTACT US
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Esta es la pantalla en donde se le asignan las puntuaciones a los trabajos, exámenes, etc.

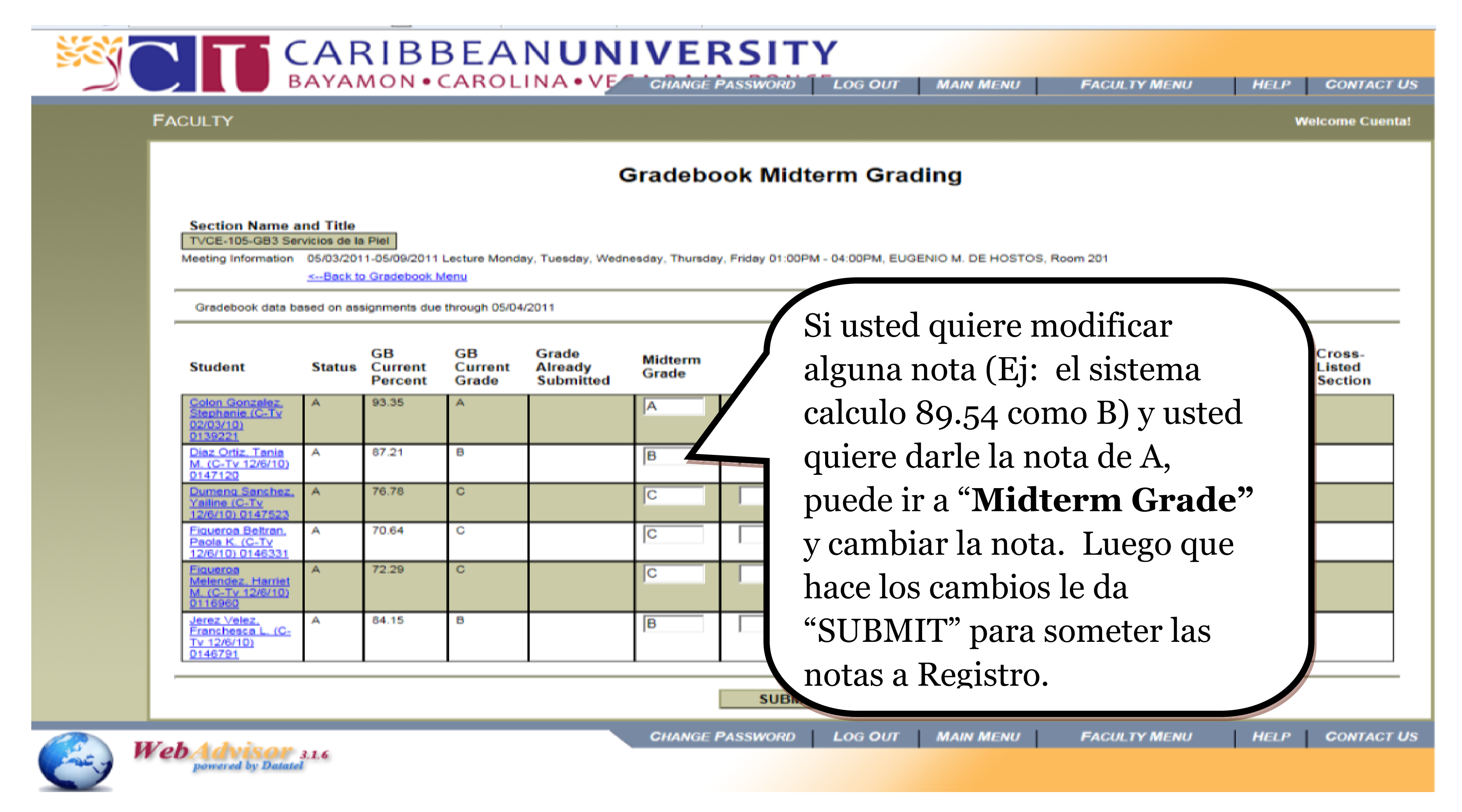


3. Someter "Midterm"

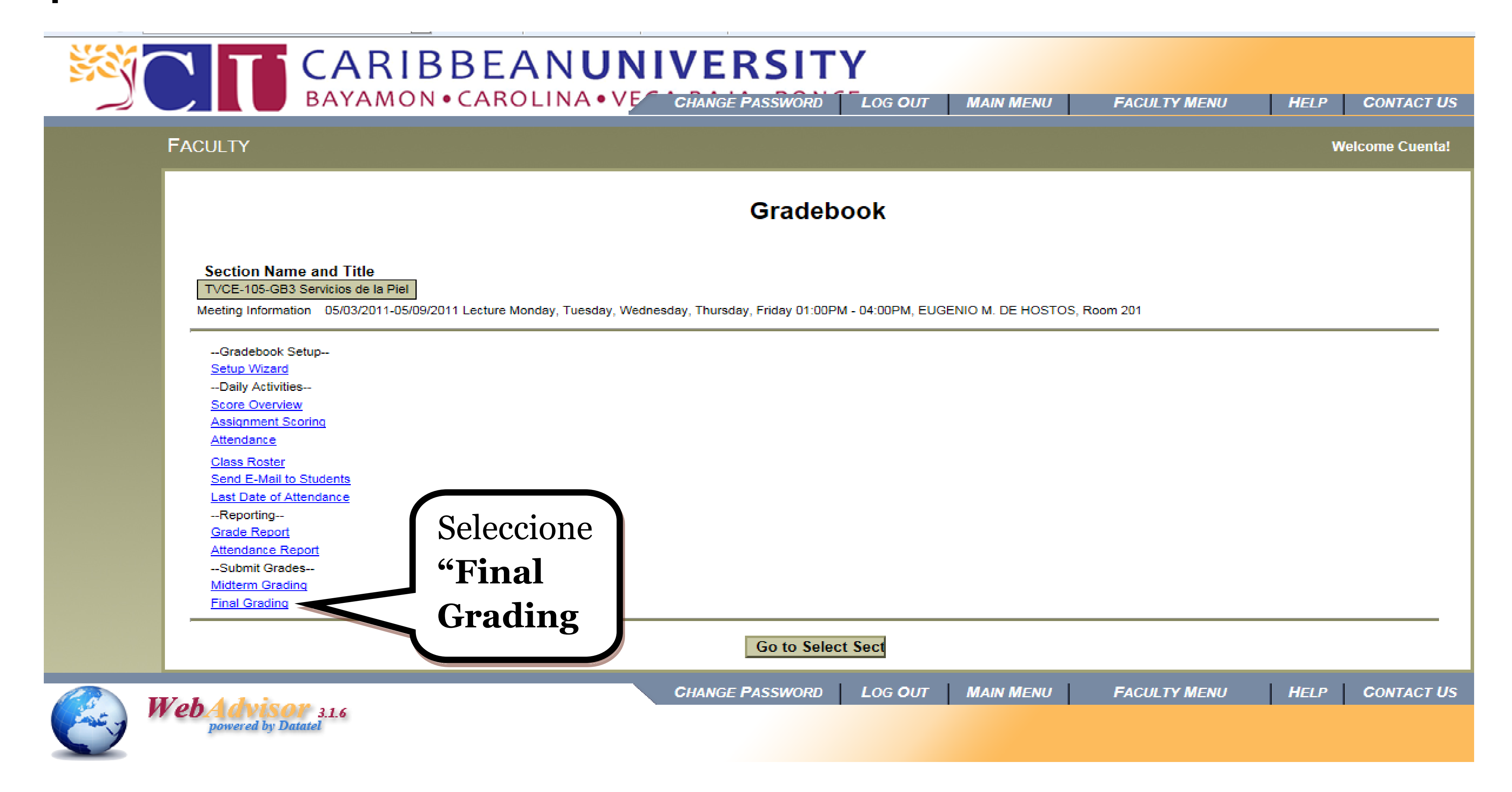


Nota: El sistema trae automáticamente la nota que el estudiante tiene hasta ese momento. Si usted no va hacer ningún cambio en las notas presione "SUBMIT" y el sistema va a

llenar el cuadro en blanco (Midterm Grade), luego vuelva a presionar "SUBMIT" para someter las notas a Registro.

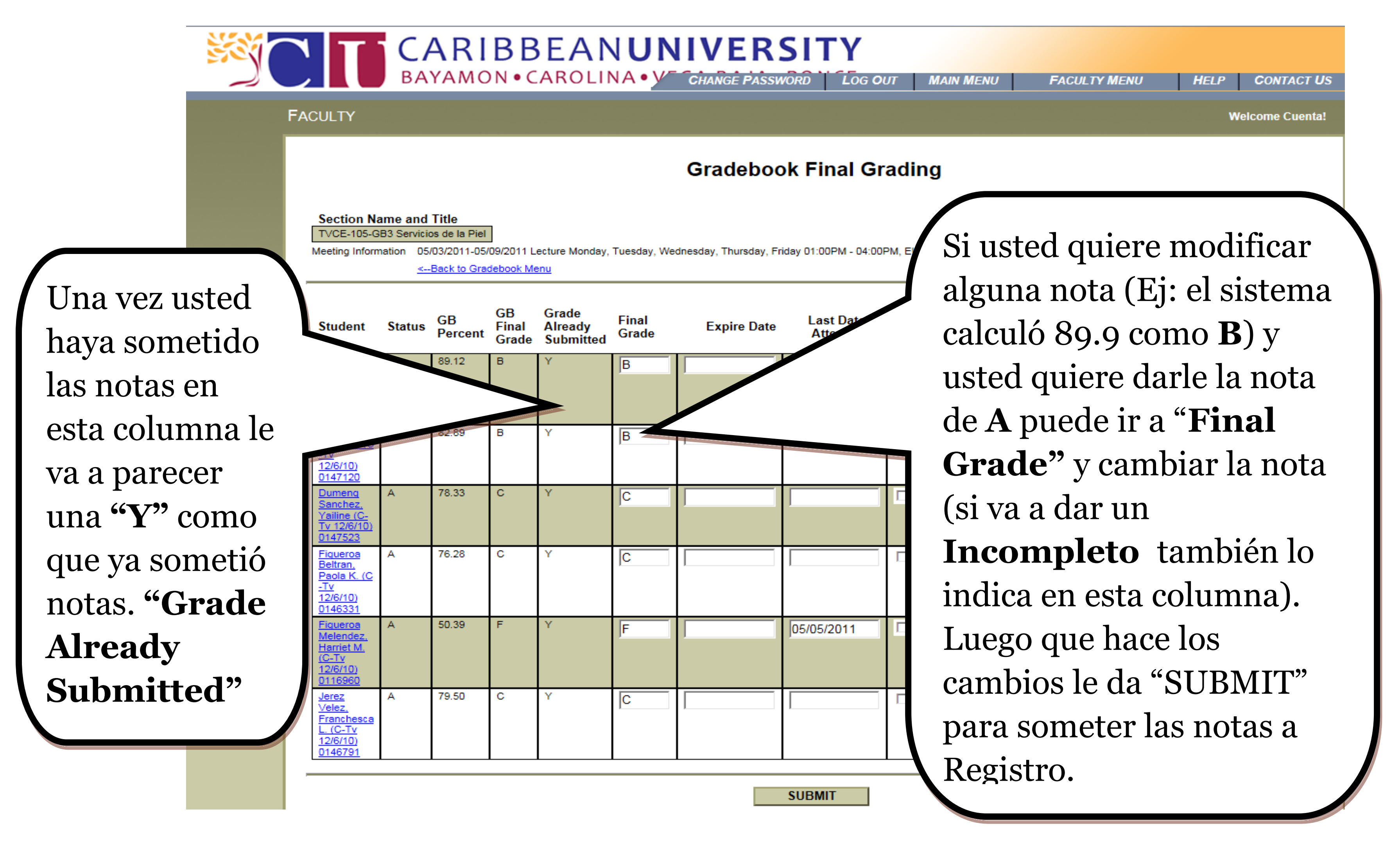


4. Someter el "Final Grade"

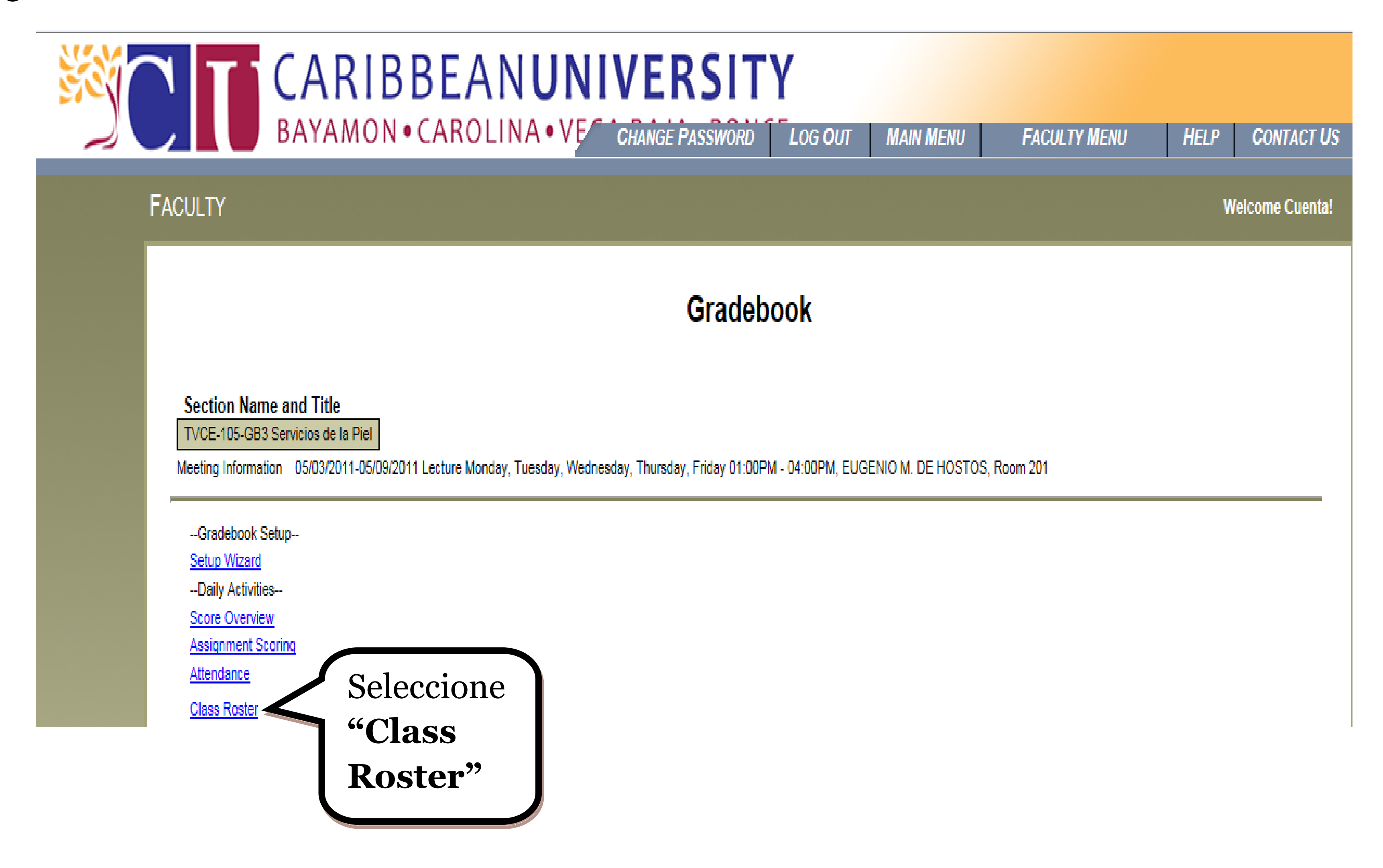


Nota: El sistema trae automáticamente la nota que el estudiante tiene hasta ese momento. Si usted no va hacer ningún cambio en las notas presione "SUBMIT" y el sistema va a

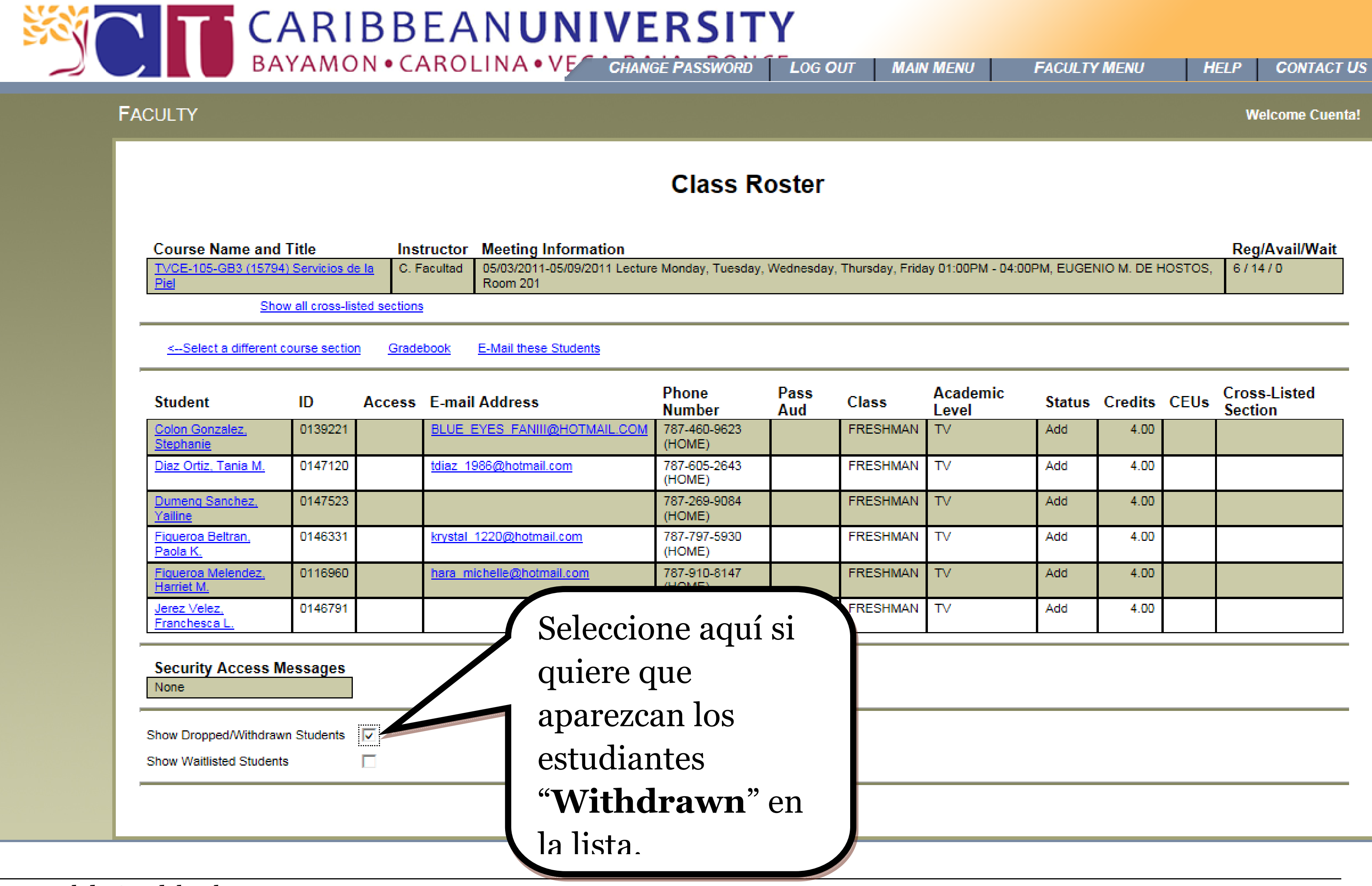
llenar el cuadro en blanco (Final Grade), luego vuelve a presionar "SUBMIT" para someter las notas a Registro.



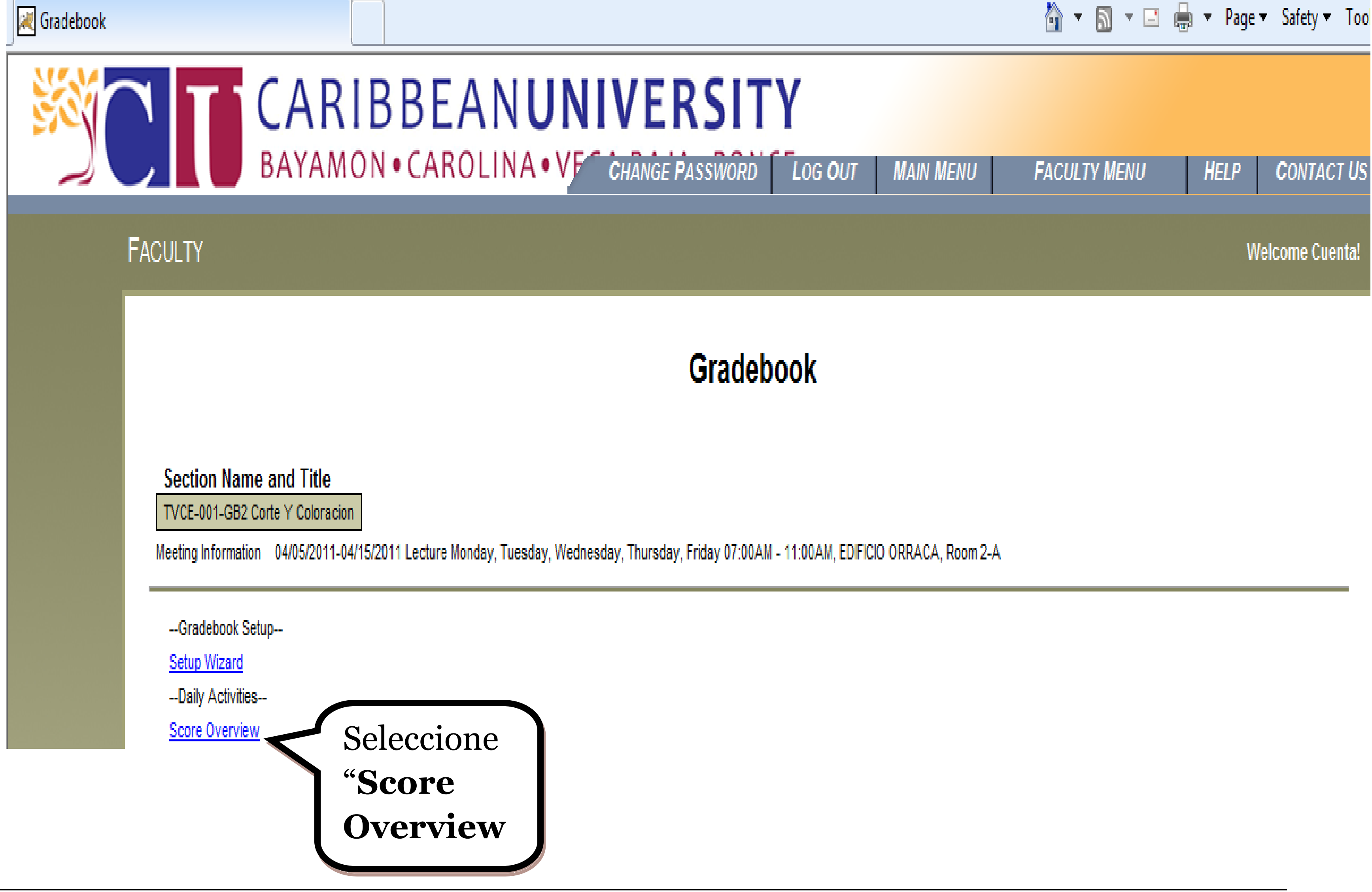
5. Ver la información de los estudiantes matriculados en la clase.

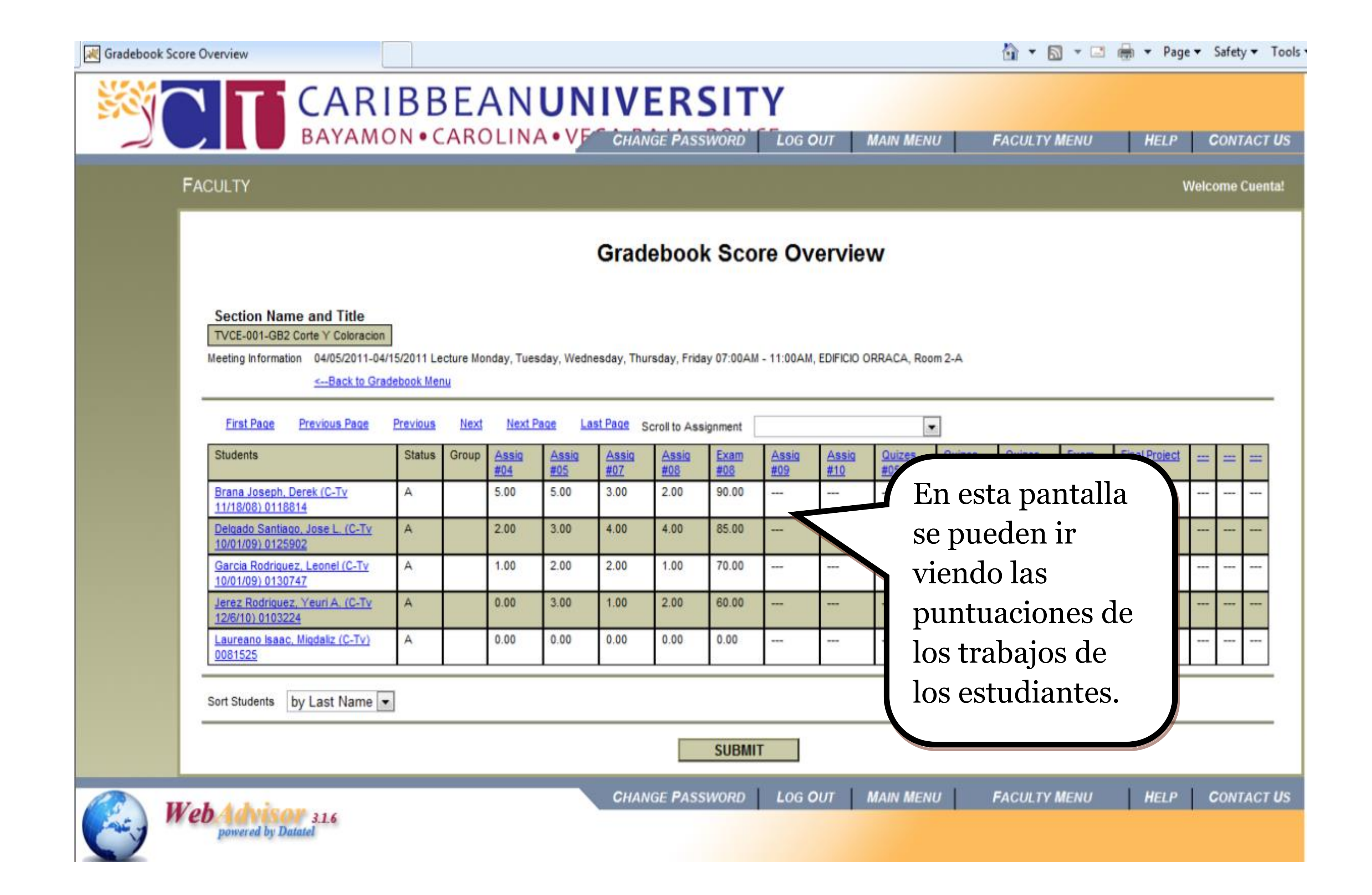


En esta pantalla va a ver el listado de los estudiantes matriculados en la sección con sus email, teléfonos, id’s, etc.



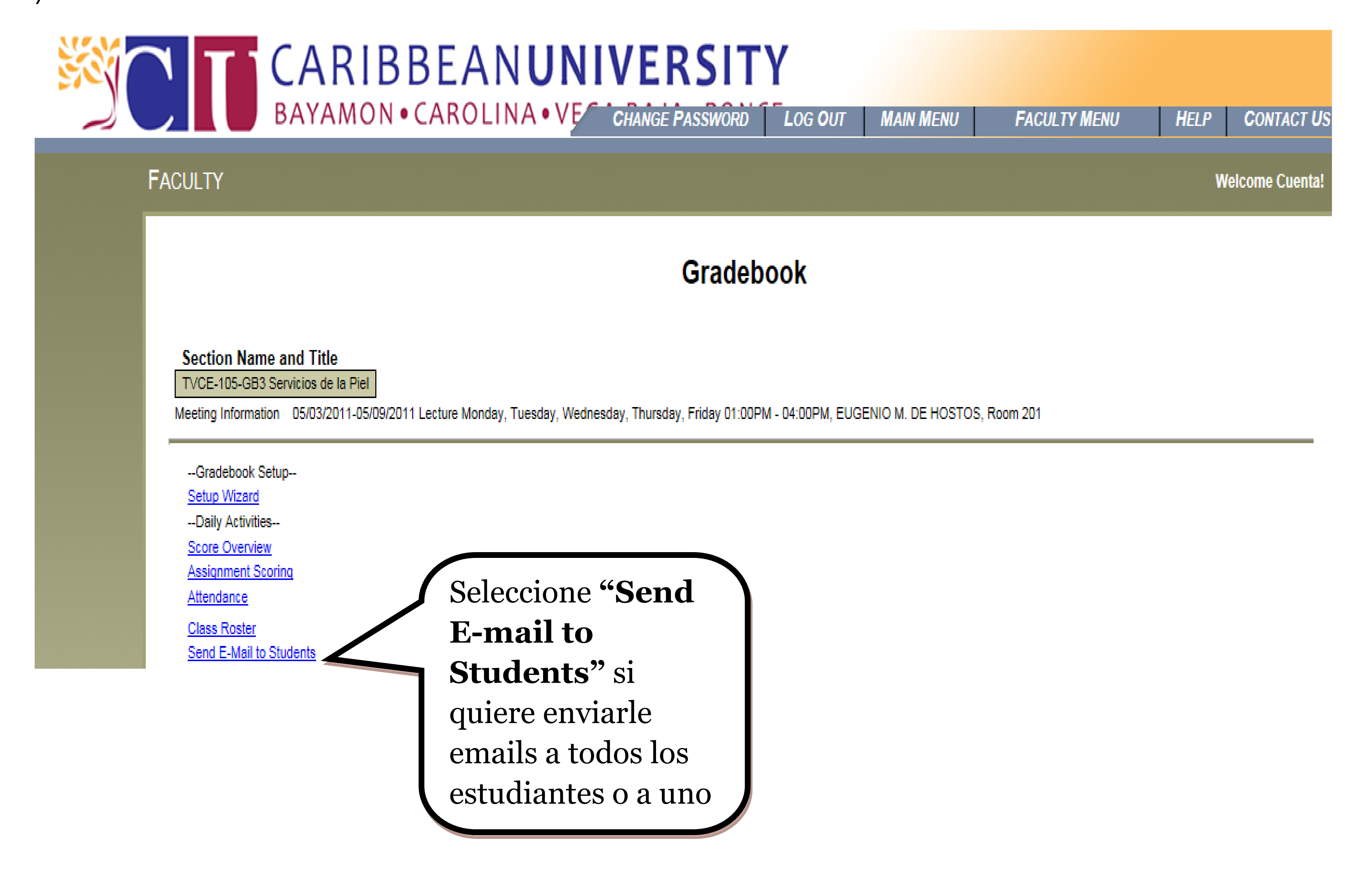
6. Ver puntuaciones o notas





Students	Status	Group	Assig #04	Assig #05	Assig #07	Assig #08	Exam #08	Assig #09	Assig #10
Brana Joseph, Derek (C-Tv 11/18/08) 0118814	A		5.00	5.00	3.00	2.00	90.00	---	---
Delgado Santiago, Jose L. (C-Tv 10/01/09) 0125902	A		2.00	3.00	4.00	4.00	85.00	---	
Garcia Rodriguez, Leonel (C-Tv 10/01/09) 0130747	A		1.00	2.00	2.00	1.00	70.00	---	---
Jerez Rodriguez, Yeuri A. (C-Tv 12/6/10) 0103224	A		0.00	3.00	1.00	2.00	60.00	---	---
Laureano Isaac, Migdaliz (C-Tv) 0081525	A		0.00	0.00	0.00	0.00	0.00	---	---

7. Enviar email a los estudiantes



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CHANGE PASSWORD | LOG OUT | MAIN MENU | FACULTY MENU | HELP | CONTACT US

FACULTY

Welcome Cuenta!

Gradebook Student Select

Section Name and Title

TVCE-105-GB3 Servicios de la Piel

Meeting Information 05/03/2011-05/09/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 01:00PM - 04:00PM, EUGENIO M. DE HOSTOS, Room 201

<--Back to Gradebook Menu

Choose One	E-Mail Options
○	E-Mail All Students
○	E-Mail Only Active Students
○	E-Mail Only Students Selected Below

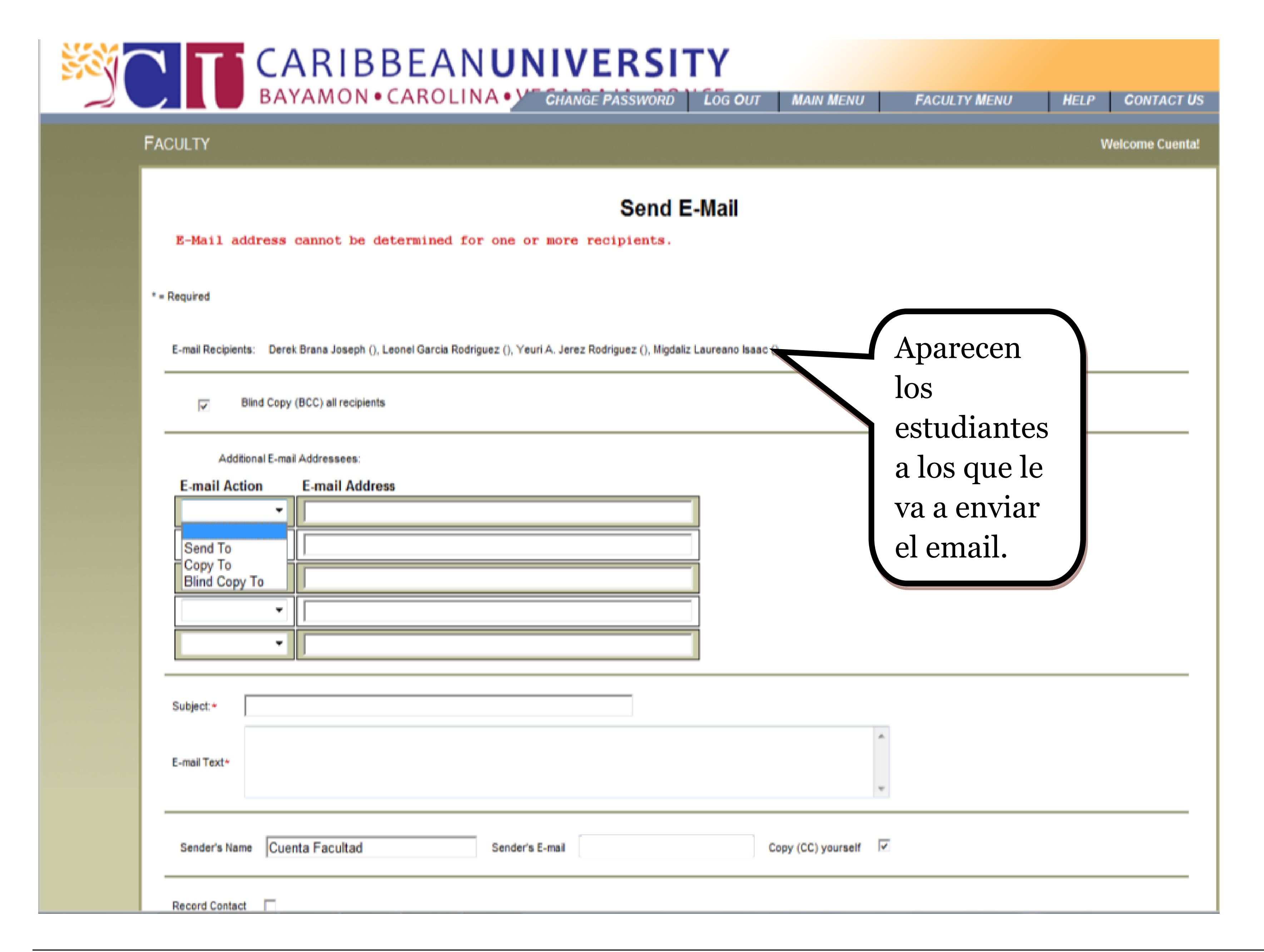
Select	Students	Status	Group
☐	Colon Gonzalez, Stephanie (C-Tv 02/03/10) 0139221	A	
☐	Diaz Ortiz, Tania M. (C-Tv 12/6/10) 0147120	A	
☐	Dumeng Sanchez, Yailine (C-Tv 12/6/10) 0147523	A	
☐	Figueroa Beltran, Paola K. (C-Tv 12/6/10) 0146331	A	
☐	Figueroa Melendez, Harriet M. (C-Tv 12/6/10) 0116960	A	
☐	Jerez Velez, Franchesca L. (C-Tv 12/6/10) 0146791	A	

Seleccione a que estudiante/s quiere enviarle el email.

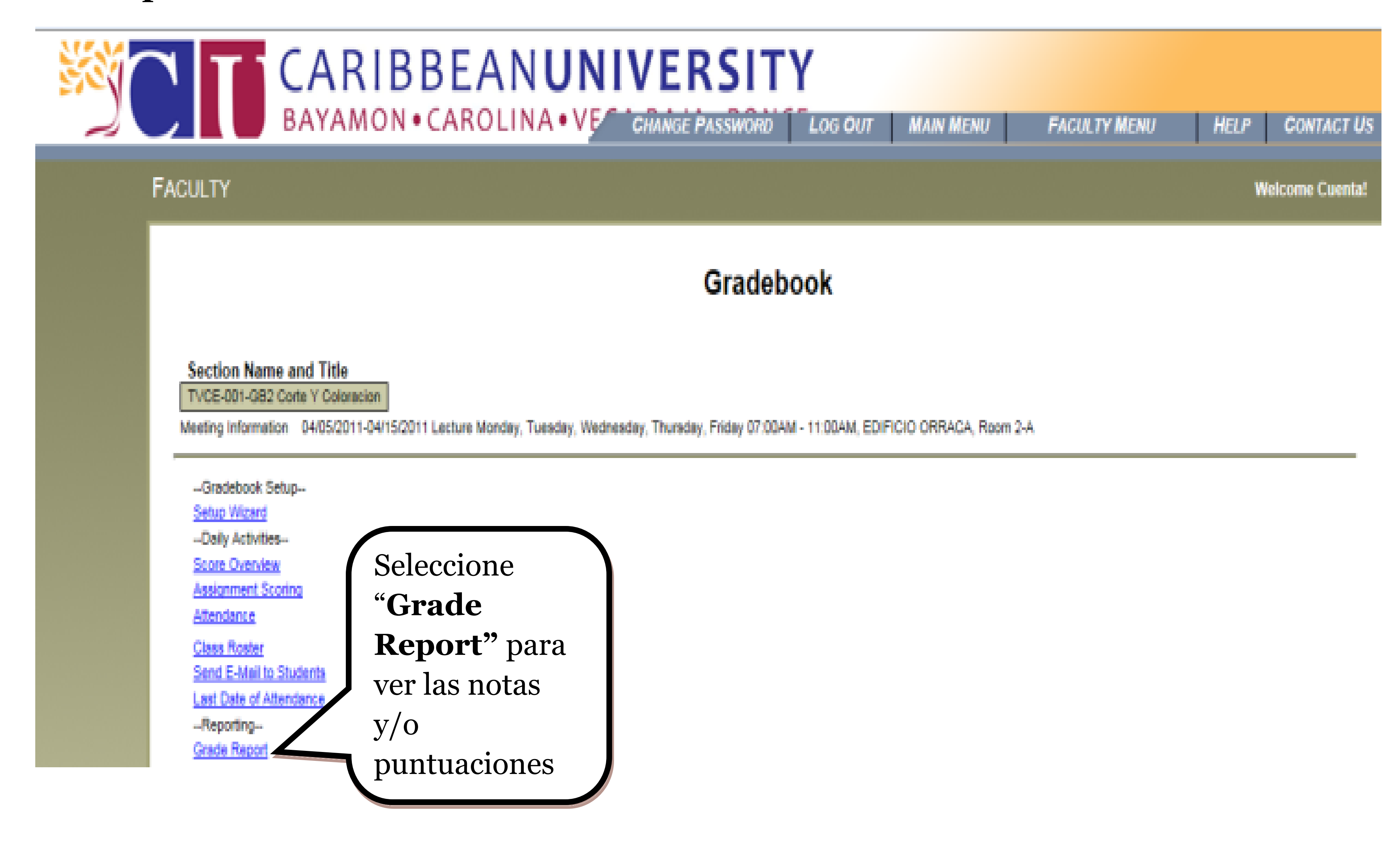
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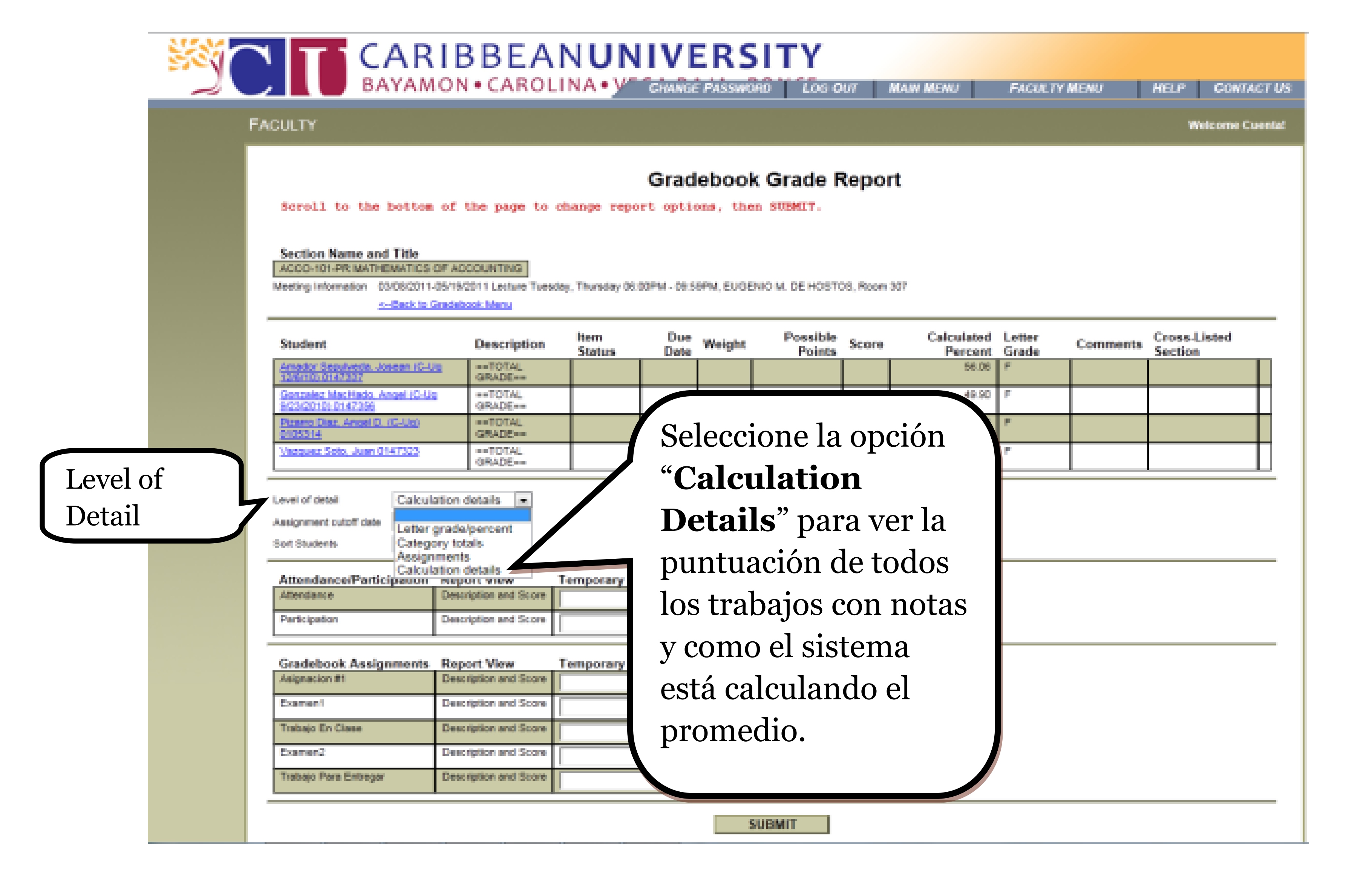
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* = Required
E-mail Recipients: Derek Brana Joseph (), Leonel Garcia Rodriguez (), Yeuri A. Jerez Rodriguez (), Migdaliz Laureano Isaac ()
Blind Copy (BCC) all recipients
Additional E-mail Addressees:
E-mail Action
E-mail Address
Send To
Copy To
Blind Copy To
Subject:*
E-mail Text*
Sender's Name
Cuenta Facultad
Sender's E-mail
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8. Reporte de notas





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Scroll to the bottom of the page to change report options, then SUBMIT.
Section Name and Title
Level of Detail
Seleccione la opción "**Calculation Details**" para ver la puntuación de todos los trabajos con notas y como el sistema está calculando el promedio.
Letter grade/percent
Category totals
Assignments
Calculation details
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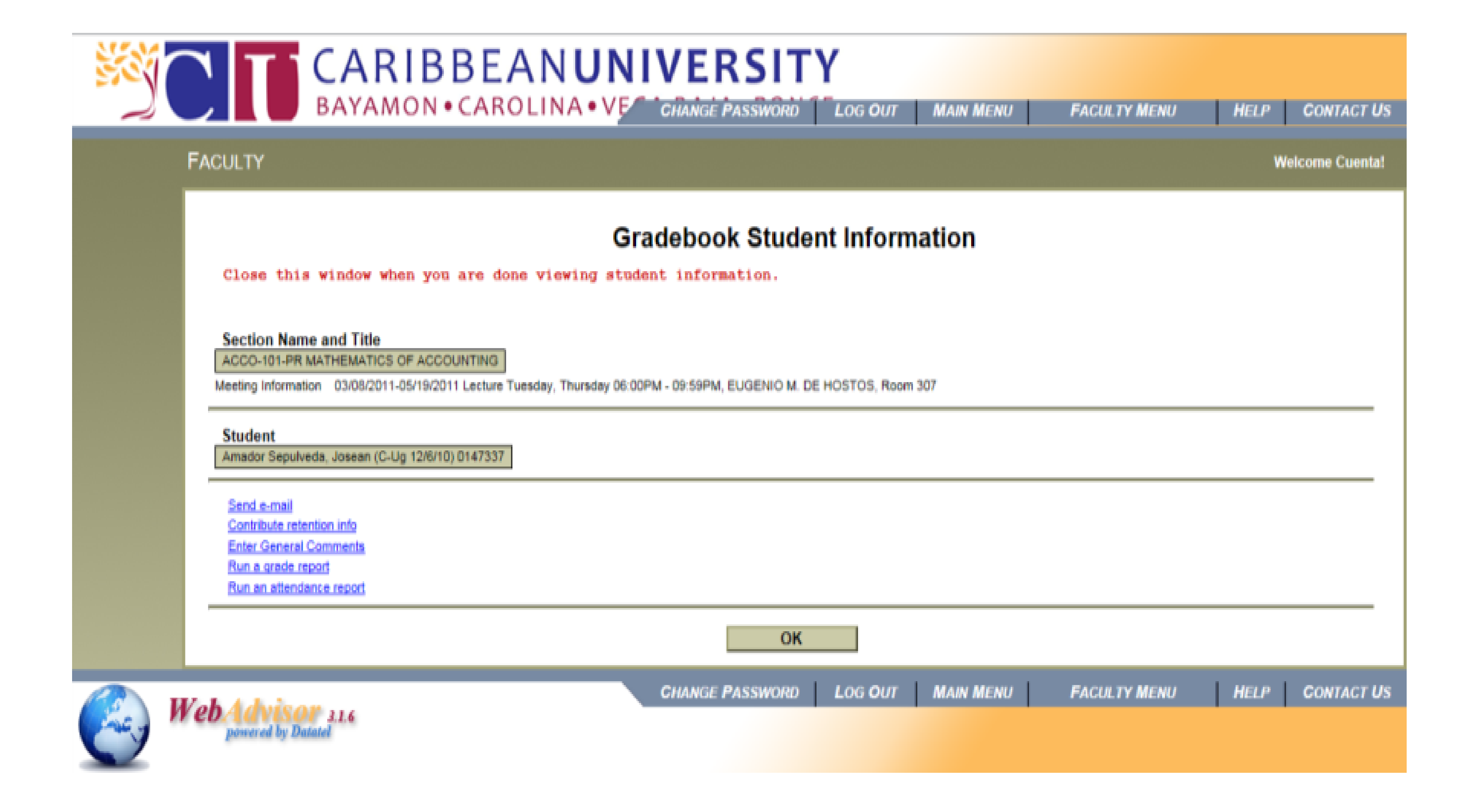
Section Name and Title

TVCE-106-GB5 Preparando Tu Carrera

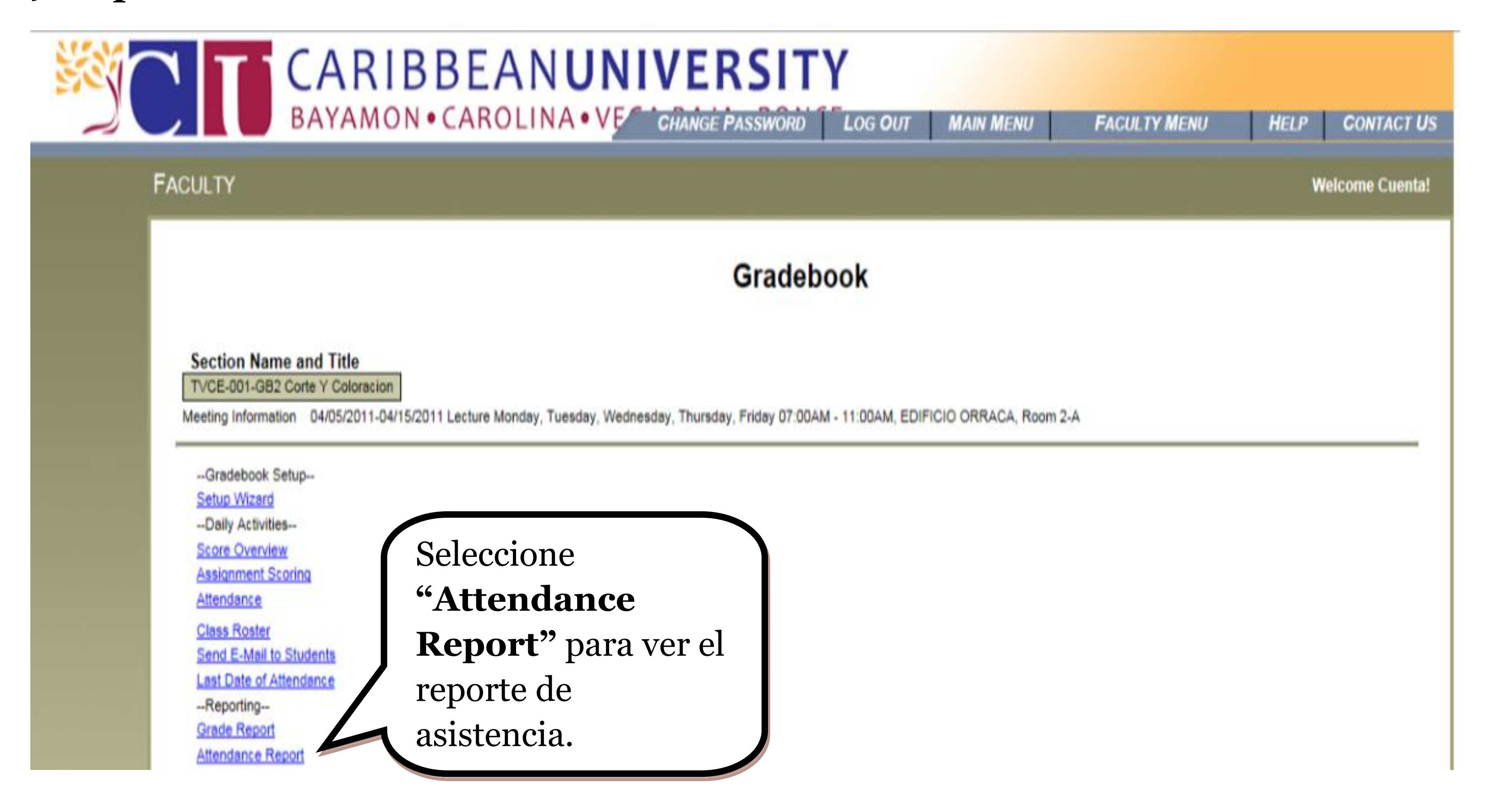
Meeting Information 05/16/2011-05/20/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 07:30AM - 09:30AM, EDIFICIO ORRACA, Room 1-D

<--Back to Gradebook Menu

Student	Description	Item Status	Due Date	Weight	Possible Points	Score	Calculated Percent	Letter Grade	Comments	Cross-Listed Section
Brana Joseph, Derek (C-Ty 11/18/08) 0118814	Asign #01		05/16/11		10.00	10.00	100.00	A		
	Asign #02		05/17/11		10.00	7.00	70.00	C		
	Exams		05/18/11		100.00	80.00	80.00	B		
	Final Project		05/20/11		100.00	80.00	80.00	B		
	Attendance			5.00	10.00	10.00	100.00	A		
	==TOTAL GRADE==						81.79	B		
Garcia Rodriguez, Leonel (C-Ty 10/01/09) 0130747	Asign #01		05/16/11		10.00	8.00	80.00	B		
	Asign #02		05/17/11		10.00	8.00	80.00	B		
	Exams		05/18/11		100.00	70.00	70.00	C		
	Final Project		05/20/11		100.00	90.00	90.00	A		
	Attendance			5.00	10.00	10.00	100.00	A		
	==TOTAL GRADE==						81.50	B		
Jerez Rodriguez, Yeuri A. (C-Ty 12/6/10) 0103224	Asign #01		05/16/11		10.00	10.00	100.00	A		
	Asign #02		05/17/11		10.00	5.00	50.00	F		
	Exams		05/18/11		100.00	90.00	90.00	A		


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Gradebook Student Information
Close this window when you are done viewing student information.
Section Name and Title
ACCO-101-PR MATHEMATICS OF ACCOUNTING
Meeting Information 03/08/2011-05/19/2011 Lecture Tuesday, Thursday 06:00PM - 09:59PM, EUGENIO M. DE HOSTOS, Room 307
Student
Amador Sepulveda, Josean (C-Ug 12/6/10) 0147337
Send e-mail
Contribute retention info
Enter General Comments
Run a grade report
Run an attendance report
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9. Reporte de asistencia





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Presione **Detail** y le aparecera en detalle los días que ese estudiante asistió o no a la clase

Gradebook Attendance Report

Section Name and Title

TVCE-001-GB2 Corte Y Coloracion

Meeting Information 04/05/2011-04/15/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 07:00AM - 11:00AM, EDIFICIO ORRACA, Room 2-A

<--Back to Gradebook Menu

Detail	Student	Status	Group	Last Date Present	Absent	Excused Absent	Late	Cross-listed Section
Detail	Brana Joseph, Derek (C-Tv 11/18/08) 0118814	A		04/15/11	0	0	0	
Detail	Delgado Santiago, Jose L. (C-Tv 10/01/09) 0125902	A		04/15/11	0	0	0	
Detail	Garcia Rodriguez, Leonel (C-Tv 10/01/09) 0130747	A		04/15/11	0	0	0	
Detail	Jerez Rodriguez, Yeuri A. (C-Tv 12/6/10) 0103224	A		04/08/11	5	0	0	
Detail	Laureano Isaac, Migdaliz (C-Tv) 0081525	A			9	0	0	

Sort Students by Last Name

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Gradebook Attendance Detail

Section Name and Title

TVCE-001-GB2 Corte Y Coloracion

Meeting Information 04/05/2011-04/15/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 07:00AM - 11:00AM, EDIFICIO ORRACA, Room 2-A

<--Back to Gradebook Menu

Student Brana Joseph, Derek (C-Tv 11/18/08) 0118814

Course Section TVCE-001-GB2 Corte Y Coloracion

Last Date Present 04/15/11

Absents 0

Excused Absents 0

Lates 0

Date	Attendance Status	Participation	Comments
04/15/11	Present		
04/14/11	Present		
04/13/11	Present		
04/12/11	Present		
04/11/11	Present		
04/08/11	Present		
04/07/11	Present		
04/06/11	Present		
04/05/11	Present		

Return

EJEMPLOS DE REPORTES:

Reporte de notas:

Section Name and Title

TVCE-105-G85 Servicios de la Piel

Meeting Information: 05/16/2011-05/20/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 10:00AM - 11:00AM, EDIFICIO ORRACA, Room 1-D

<<Back to Gradebook Menu

Student	Description	Item Status	Due Date	Weight	Possible Points	Score	Calculated Percent	Letter Grade	Comments	Cross-Listed Section	
Ibarra Joseph, Derek (C-Tv 11/18/08) 011 55 14	Asign #01		05/16/11		10.00	8.00	80.00	B			
	Asign #02		05/17/11		10.00	10.00	100.00	A			
	Exams		05/18/11		100.00	90.00	90.00	A			
	Final Project		05/20/11		100.00	100.00	100.00	A			
	Attendance			5.00	10.00	10.00	100.00	A			
	TOTAL GRADE						94.71	A			
Garcia Rodriguez, Leonel (C-Tv 10/01/09) 012 07 47	Asign #01		05/16/11		10.00	8.00	80.00	B			
	Asign #02		05/17/11		10.00	8.00	80.00	B			
	Exams		05/18/11		100.00	70.00	70.00	C			
	Final Project		05/20/11		100.00	100.00	100.00	A			
	Attendance			5.00	10.00	8.00	80.00	B			
	TOTAL GRADE						84.71	B			
Jerez Rodriguez, Yauri A. (C-Tv 12/6/10) 010 32 24	Asign #01		05/16/11		10.00	9.00	90.00	A			
	Asign #02		05/17/11		10.00	6.00	60.00	D			
	Exams		05/18/11		100.00	80.00	80.00	B			
	Final Project		05/20/11		100.00	80.00	80.00	B			
	Attendance			5.00	10.00	10.00	100.00	A			
	TOTAL GRADE						80.21	B			
Laureano Isaac, Migdalis (C-TV) 008 15 25	Asign #01		05/16/11		10.00	10.00	100.00	A			
	Asign #02		05/17/11		10.00	7.00	70.00	C			
	Exams		05/18/11		100.00	75.00	75.00	C			
	Final Project		05/20/11		100.00	0.00	0.00	F			
	Attendance			5.00	10.00	6.00	60.00	D			
	**TOTAL						44.25	F			

Reporte de Asistencia:

Gradebook Attendance Report

Section Name and Title

TVCE-106-GB5 Preparando Tu Carrera

Meeting Information: 05/16/2011-05/20/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 07:30AM - 09:30AM, EDIFICIO ORRACA, Room 1-D

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Detail	Student	Status	Group	Last Date Present	Absent	Excused Absent	Late	Cross-listed Section
Detail	Braña Joseph, Derek (C-Tv 11/18/08) 0118814	N		05/20/11	0	0	0	
Detail	Garcia Rodriguez, Leonel (C-Tv 10/01/09) 0130747	N		05/20/11	0	0	0	
Detail	Jerez Rodriguez, Yeuri A. (C-Tv 12/6/10) 0103224	N		05/20/11	0	0	0	
Detail	Laureano Isaac, Migdalia (C-Tv) 0081525	N		05/19/11	1	0	0	
Detail	Delgado Santiago, Jose L. (C-Tv 10/01/09) 0125902	AD (05/18/11)		05/16/11	4	0	0	

Sort Students

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Gracias por utilizar GradeBook

¿Dudas?

Comuníquese con:

Wanda I. Vázquez- IT

Ext. 1405